



**AGENDA**  
**PURCELLVILLE TOWN COUNCIL MEETING**  
**MAY 9, 2017, 7:00 PM**  
**TOWN HALL COUNCIL CHAMBERS**

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- 1. CALL TO ORDER OF REGULAR MEETING** (Mayor Fraser)
- 2. PLEDGE OF ALLEGIANCE**
- 3. INVOCATION** (Mayor Fraser)
- 4. SUMMARY OF MOTIONS** (*provided separately*)
- 5. AGENDA AMENDMENTS/APPROVAL** (Town Council and Staff)
- 6. PROCLAMATIONS/RECOGNITIONS**
  - a. Loudoun Valley High School, Boys Swimming, Individual State Champion – Sean Conway
  - b. Loudoun Valley High School, Boys Track, 1600 meters – Colton Bogucki
- 7. PUBLIC HEARINGS**
  - a. **Proposed Usage Rates and Fees** (pgs. 3-12)

The purpose of the public hearing is to receive comments on the proposed usage rates and fees.
  - b. **FY 2018 Proposed Budget** (pgs. 13-15)

The purpose of the public hearing is to receive comments on the Town Manager's proposed budget for the fiscal year beginning July 1, 2017 and ending June 30, 2018.
- 8. PRESENTATIONS**
  - a. None
- 9. STANDING COMMITTEE/COMMISSION/BOARD REPORTS**
  - a. Planning Commission (Theresa Stein, Chairman/K. Grim, Council Liaison)
  - b. Purcellville Arts Council (Liz Jarvis, Chair/D. McCollum, Council Liaison)
  - c. Board of Architectural Review (Pat Giglio, Chairman/N. Ogelman, Council Liaison)
  - d. Parks and Recreation Advisory Board (Eamon Coy, Chairman/R. Cool, Council Liaison)
  - e. Economic Development Advisory Committee (Browning Herbert, Chairman/Chris Bledsoe, Council Liaison)
  - f. Tree and Environment Sustainability Committee (Craig Greco, Chairman/K. Jimmerson, Council Liaison)

**10. CITIZEN/BUSINESS COMMENTS**

*(All citizens who wish to speak will be given an opportunity. Limits will be imposed on all speakers. All speakers should sign up prior to speaking. Town residents/businesses will be given the first opportunity to speak.)*

**11. MAYOR AND COUNCIL COMMENTS**

**12. DISCUSSION/INFORMATION ITEMS**

- a. Proposed Senior Living Community on Hirst Road (Sally Hankins)  
*(information forthcoming in supplemental agenda)*
- b. All-Way Stop Consideration at Nursery Ave./32<sup>nd</sup> Street (A. Vanegas/Council member Cool) (pgs. 17-21)
- c. Roles and Responsibilities of Interim Town Manager and Agreement (Town Council) (pgs. 23-25)
- d. Executive Search Firm Recommendations (R. Lohr) (pgs. 27-35)

**13. ACTION ITEMS**

- a. 120 Ken Culbert Lane Availability Fees (Purcellville Children's Center)\* (A. Vanegas) (pgs. 37-38) (Motion pg. 38)

**14. DISCUSSION OF ITEMS PROPOSED FOR FUTURE PRESENTATIONS / RECOGNITION**

- a. None

**15. APPROVAL OF MINUTES** (pgs. 39-64)

- a. April 19, 2017 Town Council Special Meeting/Budget Work Session
- b. April 25, 2017 Town Council Meeting

**16. CLOSED MEETING\*** (pgs. 65-82)

The purpose of the closed meeting is to discuss, consider and interview prospective candidates for employment, specifically for the position of Interim Town Manager.

**17. APPOINTMENT OF INTERIM TOWN MANAGER\***

**18. ADJOURNMENT**

\*Roll Call Votes

IF YOU REQUIRE ANY TYPE OF REASONABLE ACCOMMODATION AS A RESULT OF PHYSICAL, SENSORY OR MENTAL DISABILITY IN ORDER TO PARTICIPATE IN THIS MEETING, PLEASE CONTACT DIANA HAYS, TOWN CLERK, AT 540-338-7421. THREE DAYS NOTICE IS REQUESTED.



**STAFF REPORT**  
**PUBLIC HEARING**

Item #7a

**SUBJECT:** Proposed Usage Rates and Fees

**DATE OF MEETING:** May 9, 2017

**STAFF CONTACTS:** Robert W. Lohr, Jr., Town Manager  
Liz Krens, Director of Finance

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**SUMMARY and RECOMMENDATIONS:**

Attached is the ad for the Proposed Usage Rates and Fees

**ATTACHMENT(S):**

1. Copy of Advertisement

## Notice of Public Hearing Town of Purcellville

The **Purcellville Town Council** will hold a Public Hearing in the Council Chambers of Town Hall, located at 221 South Nursery Avenue, Purcellville, Virginia, on **Tuesday, May 9, 2017 at 7:00 PM** for the purpose of receiving comments on the following proposed usage rates and fees. At this public hearing, all persons desiring to present their views concerning this matter will be heard. Hearing assistance is available for meetings in the Town Council Chambers. If you require any type of reasonable accommodation to participate in this meeting as a result of a physical, sensory or mental disability, contact the Town Clerk at 540-751-2334; please provide notice of the accommodation at least three days in advance of the meeting. The complete ordinance and documentation for the proposed tax rates, usage rates, and fees are available for examination by the public at the Purcellville Town Hall, Monday through Friday, 8 am to 5 pm, holidays excepted.

<u>Category</u>	<u>Current Rates and Fees</u>	<u>Proposed Rates and Fees</u>	<u>Dollar or Percent Change</u>	<u>Legal Authority</u>
<b>Water Supply System: Water Usage Rates Per 1,000 Gallons Per Tier</b>	Rates Per 1,000 Gallons Per Tier:	Rates Per 1,000 Gallons Per Tier:	All Water Usage Rates Proposed to Increase by 7%	Va. Code § 15.2-2119
1st Tier (0 to 5,000 gal.)	In-Town Rates / Out of Town Rates \$6.34 / \$12.68	In-Town Rates / Out of Town Rates \$6.78 / \$13.56		
2nd Tier (5,001-10,000 gal.)	\$8.46 / \$16.92	\$9.05 / \$18.10		
3rd Tier (10,001-15,000 gal.)	\$10.20 / \$20.40	\$10.91 / \$21.82		
4th Tier (15,001-20,000 gal.)	\$12.14 / \$24.28	\$12.98 / \$25.97		
5th Tier (20,001-50,000 gal.)	\$15.15 / \$30.30	\$16.21 / \$32.42		
6th Tier (50,001-100,000 gal.)	\$17.29 / \$34.58	\$18.50 / \$37.00		
7th Tier (100,001-150,000 gal.)	\$19.44 / \$38.88	\$20.80 / \$41.60		
8th Tier (150,001-200,000 gal.)	\$21.57 / \$43.14	\$23.07 / \$46.15		
9th Tier (200,001-250,000 gal.)	\$24.57 / \$49.14	\$26.28 / \$52.57		
10th Tier (250,001-300,000 gal.)	\$26.71 / \$53.42	\$28.57 / \$57.15		
11th Tier (300,001-350,000 gal.)	\$28.84 / \$57.68	\$30.85 / \$61.71		
12th Tier (350,001-400,000 gal.)	\$30.98 / \$61.96	\$33.14 / \$66.29		
13th Tier (400,001-450,000 gal.)	\$33.12 / \$66.24	\$35.43 / \$70.87		
14th Tier (450,001-500,000 gal.)	\$38.47 / \$76.94	\$41.16 / \$82.32		
15th Tier (500,001-550,000 gal.)	\$43.81 / \$87.62	\$46.87 / \$93.75		
16th Tier (550,001-600,000 gal.)	\$49.15 / \$98.30	\$52.59 / \$105.18		
17th Tier (600,001 and over)	\$54.50 / \$109.00	\$58.31 / \$116.63		

<u>Category</u>	<u>Current Rates and Fees</u>	<u>Proposed Rates and Fees</u>	<u>Dollar or Percent Change</u>	<u>Legal Authority</u>
<b>Water Supply System: Monthly Meter Reading Fee (A Fixed Fee Based on Meter Size)</b>	Current Monthly Fee for Meter Reading: <b>In-Town Rates / Out of Town Rates</b>	Proposed Monthly Fee for Meter Reading: <b>In Town Rates / Out of Town Rates</b>	\$0 / 0% No Changes	Va. Code § 15.2-2119
5/8"	\$15.00 / \$30.00	\$15.00 / \$30.00		
3/4"	\$15.00 / \$30.00	\$15.00 / \$30.00		
1"	\$37.50 / \$75.00	\$37.50 / \$75.00		
1.5"	\$75.00 / \$150.00	\$75.00 / \$150.00		
2"	\$119.99 / \$239.98	\$119.99 / \$239.98		
3"	\$239.48 / \$478.96	\$239.48 / \$478.96		
4"	\$374.97 / \$749.94	\$374.97 / \$749.94		
6"	\$479.93 / \$959.86	\$479.93 / \$959.86		
8"	\$1,199.88 / \$2,399.76	\$1,199.88 / \$2,399.76		
<b>Wastewater Collection System: Usage Rates Per 1,000 Gallons</b>			All Wastewater Usage Rates Proposed to Increase by 7%	Va. Code § 15.2-2119
Wastewater Usage Rate (In –Town Rate)	Flat rate \$15.19 per 1,000 gal.	Flat rate \$16.25 per 1,000 gal.		
Wastewater Usage Rate (Out of Town Rate)	Flat rate \$30.38 per 1,000 gal.	Flat rate \$32.50 per 1,000 gal.		
<b>Wastewater Collection System: Fixed Fee per Billing Cycle to Cover Administrative Cost of Calculating Wastewater (Sewer) Usage:</b>	Current Fee for Calculating Wastewater Usage: <b>In-Town Rates / Out of Town Rates</b>	Proposed Fee for Calculating Wastewater Usage: <b>In-Town / Out of Town Rates</b>	\$0 / 0% No Changes	Va. Code § 15.2-2119
5/8"	\$15.00 / \$30.00	\$15.00 / \$30.00		
3/4"	\$15.00 / \$30.00	\$15.00 / \$30.00		
1"	\$37.50 / \$75.00	\$37.50 / \$75.00		
1.5"	\$75.00 / \$150.00	\$75.00 / \$150.00		
2"	\$119.99 / \$239.98	\$119.99 / \$239.98		
3"	\$239.48 / \$478.96	\$239.48 / \$478.96		
4"	\$374.97 / \$749.94	\$374.97 / \$749.94		
6"	\$479.93 / \$959.86	\$479.93 / \$959.86		
8"	\$1,199.88 / \$2,399.76	\$1,199.88 / \$2,399.76		

<u>Category</u>	<u>Current Rates and Fees</u>	<u>Proposed Rates and Fees</u>	<u>Dollar or Percent Change</u>	<u>Legal Authority</u>
<b><u>Public Works Equipment</u></b> (Note: Equipment Rates are without Operator)				Va. Code § 15.2-2119 Va. Code § 15.2-951 Va. Code § 15.2-1102
4-Wheel Backhoe	\$0 / New Fee	\$72.00	\$72.00	
Air Compressor	\$0 / New Fee	\$21.00	\$21.00	
Boom Arm Mower	\$0 / New Fee	\$52.00	\$52.00	
Camera Truck	\$0 / New Fee	\$98.00	\$98.00	
Dump Truck	\$0 / New Fee	\$42.00	\$42.00	
Dump Truck w/ Plow and / or Spreader	\$0 / New Fee	\$62.00	\$62.00	
Mole	\$0 / New Fee	\$31.00	\$31.00	
Pickup Truck	\$0 / New Fee	\$21.00	\$21.00	
Pickup Truck w/Plow and/or Spreader	\$0 / New Fee	\$41.00	\$41.00	
Roto-Rooter	\$0 / New Fee	\$46.00	\$46.00	
Rubber Tire Loader	\$0 / New Fee	\$72.00	\$72.00	
Steiner Mower	\$0 / New Fee	\$39.00	\$39.00	
Thermoplast Gun	\$0 / New Fee	\$16.00	\$16.00	
Striping Machine	\$0 / New Fee	\$16.00	\$16.00	
Tractor with Bush Hog	\$0 / New Fee	\$46.00	\$46.00	
Utility Truck	\$0 / New Fee	\$52.00	\$52.00	
Vacuum Truck	\$0 / New Fee	\$129.00	\$129.00	
Variable Message Sign	\$0 / New Fee	\$82.00	\$82.00	
Zero Degree Mower (Skagg or X-Mark)	\$0 / New Fee	\$46.00	\$46.00	
Pipe Freezer	\$0 / New Fee	\$46.00	\$46.00	
Pavement Saw	\$0 / New Fee	\$36.00	\$36.00	
Trash Pump	\$0 / New Fee	\$11.00	\$11.00	

<u>Category</u>	<u>Current Rates and Fees</u>	<u>Proposed Rates and Fees</u>		<u>Dollar or Percent Change</u>	<u>Legal Authority</u>
<u>Labor and Administration Rates</u>		<u>Hourly Rate</u>	<u>Hourly Overtime Rate</u>	<u>Hourly Rate</u> <u>Hourly Overtime Rate</u>	
Position					
Public Works Director	\$0 / New Fee	\$82.00	\$123.00	\$82.00 \$123.00	Va. Code § 15.2-2119 Va. Code § 15.2-951 Va. Code § 15.2-1102
Public Works Asst Director/Manager	\$0 / New Fee	\$62.00	\$93.00	\$62.00 \$93.00	
Public Works Superintendent	\$0 / New Fee	\$57.00	\$86.00	\$57.00 \$86.00	
Public Works Team Leader	\$0 / New Fee	\$50.00	\$75.00	\$50.00 \$75.00	
Public Works Inspector	\$0 / New Fee	\$46.00	\$69.00	\$46.00 \$69.00	
Public Works Maintenance Worker	\$0 / New Fee	\$33.00	\$50.00	\$33.00 \$50.00	
Administrative Fee	\$0 / New Fee	20% Administrative Fee added to the total cost of invoice		20% of Invoice Amount	

Category		Current Rates and Fees	Proposed Rates and Fees	Dollar or Percent Change	Legal Authority
Water Supply System	Handling Fee for New Account (Water)	\$10.00	\$10.00	\$0 / 0% No Changes	Va. Code § 15.2-2119 Town Code §82-76 Town Code §82-85
	Penalty (Late Fee)	10%	10%		
	Interest	10% per annum	10% per annum		
	Pre-disconnect door announcement	\$10.00	\$10.00		
	Reconnection Fee (terminated fee)	\$50.00	\$50.00		
	Emergency call-out fee	\$100.00	\$100.00	\$0 / 0% No Changes	Va. Code § 15.2-2119
	Deposit Fee	Residential: \$300.00	Residential: \$300.00		
		Business: \$300.00	Business: \$300.00		
		Restaurant: \$750.00	Restaurant: \$750.00		
		Apartments: \$3,000.00	Apartments: \$3,000.00		
Laundry Mats: \$7,050.00		Laundry Mats: \$7,050.00			
Bulk Water Fee - Water Usage Rate	\$15.18/1,000 gallons	\$15.18/1,000 gallons	\$0 / 0% No Changes	Va. Code § 15.2-2119 & Town Code §82-80	



<u>Category</u>		<u>Current Rates and Fees</u>	<u>Proposed Rates and Fees</u>	<u>Dollar or Percent Change</u>	<u>Legal Authority</u>
Water Meter Fee, Based on Meter Size and Type: Applies to Installation of Any New Water Meter		<b>Current</b> In-Town Fees / Out-of-Town Fees	<b>Proposed</b> In-Town Fees/Out-of-Town Fees		Va. Code § 15.2-2119
	5/8" Meter	\$275 / \$550	\$275 / \$550		
	3/4" Meter	\$328 / \$656	\$328 / \$656		
	1" Meter	\$394 / \$788	\$394 / \$788		
	1.5" Meter	\$564 / \$1128	\$564 / \$1128		
	2" T-10 Meter	\$709 / \$1418	\$709 / \$1418		
	2" HP Turbine Meter	\$944 / \$1888	\$944 / \$1888		
	3" HP Turbine Meter	\$1469 / \$2938	\$1469 / \$2938		
	4" HP Turbine Meter	\$2281 / \$4562	\$2281 / \$4562		
	2" T/F Compound Meter	\$2013 / \$4026	\$2013 / \$4026		
	3" T/F Compound Meter	\$2749 / \$5498	\$2749 / \$5498		
Water Supply System		\$3731 / \$7462	\$3731 / \$7462		\$0 / 0% No Changes
	4" T/F Compound Meter				
	6" Meter	At Cost	At Cost		
Water Theft Fines		First Offense: \$1,000*	First Offense: \$1,000*		Va. Code § 15.2-1429 & Town Code § 82-86
		Second Offense: \$1,500*	Second Offense: \$1,500*		
		Third or Subsequent Offense: \$2,000*	Third or Subsequent Offense: \$2,000*		
		*Plus water consumption at \$(current water rate) per 1,000 gallons water used	*Plus water consumption at \$(current water rate) per 1,000 gallons water used		
		Penalty for Improper Use: \$500	Penalty for Improper Use: \$500		
Water Meter Tampering/Damage		Damage to Meter: \$275	Damage to Meter: \$275		Va. Code § 15.2-1429 & Town Code § 82-86

<u>Category</u>		<u>Current Rates and Fees</u>	<u>Proposed Rates and Fees</u>	<u>Dollar or Percent Change</u>	<u>Legal Authority</u>
<b>Wastewater / Sanitary Sewer System</b>	Handling Fee for New Account ( Sewer)	\$10.00	\$10.00	\$0 / 0% No Changes	Va. Code § 15.2-2119 Town Code § 82-76 Town Code § 82-85
	Penalty (Late Fee)	10%	10%		
	Interest	10% per annum	10% per annum		
<b>Wastewater Availability (a.k.a. "Connection") Fee Based on Water Meter Type &amp; Size: This Fee is Applied to any new or upgraded connection to the Town's Wastewater / Sanitary Sewer System</b>		<b>Current</b> In-Town Fees / Out-of-Town Fees	<b>Proposed</b> In-Town Fees / Out-of-Town Fees	\$0 / 0% No Changes	Va. Code § 15.2-2119
	5/8" Meter	\$21,600 / \$43,200	\$21,600 / \$43,200		
	3/4" Meter	\$32,400 / \$64,800	\$32,400 / \$64,800		
	1" Meter	\$54,000 / \$108,000	\$54,000 / \$108,000		
	1.5" Meter	\$108,000 / \$216,000	\$108,000 / \$216,000		
	2" T-10 Meter	\$172,800 / \$345,600	\$172,800 / \$345,600		
	2" HP Turbine Meter	\$172,800 / \$345,600	\$172,800 / \$345,600		
	3" HP Turbine Meter	\$324,000 / \$648,000	\$324,000 / \$648,000		
	4" HP Turbine Meter	\$540,000 / \$1,080,000	\$540,000 / \$1,080,000		
	2" T/F Compound Meter	\$172,800 / \$345,600	\$172,800 / \$345,600		
	3" T/F Compound Meter	\$324,000 / \$648,000	\$324,000 / \$648,000		
	4" T/F Compound Meter	\$540,000 / \$1,080,000	\$540,000 / \$1,080,000		
	6" Meter	\$1,080,000 / \$2,160,000	\$1,080,000 / \$2,160,000		
<b>Wastewater / Sanitary Sewer System</b>	New Sewer Line Flushing Request	\$50 Administrative Fee Plus Water Consumption at \$(current water rate) per 1,000 gallons water used	\$50 Administrative Fee Plus Water Consumption at \$(current water rate) per 1,000 gallons water used	\$0 / 0% No Changes	Va. Code § 15.2-2119

<u>Category</u>	<u>Current Rates and Fees</u>	<u>Proposed Rates and Fees</u>	<u>Dollar or Percent Change</u>	<u>Legal Authority</u>
Prohibited Discharges into the Town's Wastewater / Sanitary Sewer System; Grease/Grit Interceptor Policy and Program	Failure to maintain on-site records of discharges	1st Offense: warning letter 2nd Offense: \$100 3rd Offense: \$150 4th Offense: \$300	1st Offense: warning letter 2nd Offense: \$100 3rd Offense: \$150 4th Offense: \$300	\$0 / 0% No Changes
	Inspection Hindrance (equipment related)	1st Offense: warning letter 2nd Offense: \$100 3rd Offense: \$150 4th Offense: \$300	1st Offense: warning letter 2nd Offense: \$100 3rd Offense: \$150 4th Offense: \$300	\$0 / 0% No Changes
	Interceptor in excess of 25% full	1st Offense: warning letter 2nd Offense: \$300 3rd Offense: \$450 4th Offense: \$1,000	1st Offense: warning letter 2nd Offense: \$300 3rd Offense: \$450 4th Offense: \$1,000	\$0 / 0% No Changes
	Interceptor in excess of 75% full	1st Offense: warning letter 2nd Offense: \$300 3rd Offense: \$500 4th Offense: \$1,000	1st Offense: warning letter 2nd Offense: \$300 3rd Offense: \$500 4th Offense: \$1,000	\$0 / 0% No Changes
	Failure to maintain interceptor other than cleaning	1st Offense: warning letter 2nd Offense: \$300 3rd Offense: \$500 4th Offense: \$1,000	1st Offense: warning letter 2nd Offense: \$300 3rd Offense: \$500 4th Offense: \$1,000	\$0 / 0% No Changes
	Source of sewer blockage	1st Offense: warning + clean up costs 2nd Offense: \$500 + clean up costs 3rd Offense: \$1,000 + cleanup costs 4th Offense: termination of service	1st Offense: warning + clean up costs 2nd Offense: \$500 + clean up costs 3rd Offense: \$1,000 + cleanup costs 4th Offense: termination of service	\$0 / 0% No Changes
	Falsification of maintenance or cleaning records and noncompliance with Policy and Program	1st Offense: warning letter 2nd Offense: \$500 3rd Offense: \$1,000 4th Offense: termination of service	1st Offense: warning letter 2nd Offense: \$500 3rd Offense: \$1,000 4th Offense: termination of service	\$0 / 0% No Changes
	Refusal for Inspection	Termination of Service	Termination of Service	\$0 / 0% No Changes





**STAFF REPORT**  
**PUBLIC HEARING**

Item #7b

**SUBJECT:** FY 2018 Proposed Budget

**DATE OF MEETING:** May 9, 2017

**STAFF CONTACTS:** Robert W. Lohr, Jr., Town Manager

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**SUMMARY and RECOMMENDATIONS:**

Attached is the ad for the Proposed FY 2018 Proposed Budget

**ATTACHMENT(S):**

1. Copy of Advertisement

**NOTICE OF PUBLIC HEARING  
TOWN OF PURCELLVILLE,  
VIRGINIA  
Proposed Budget for the Fiscal  
Year July 1, 2017 - June 30, 2018**

Pursuant to Virginia Code Sections 15.2-2503 and 15.2-2506, the Town of Purcellville, Virginia hereby gives notice of a public hearing to receive comments on the Town Manager's proposed budget for the fiscal year beginning July 1, 2017 and ending June 30, 2018. The public hearing will be held on **Tuesday, May 9, 2017 at 7:00 PM** in the Town Council Chambers of the Purcellville Town Hall, located at 221 South Nursery Avenue. At this hearing, all persons desiring to express their views concerning the budget will be heard.

The budget contains a plan for all contemplated expenditures and all estimated revenues and borrowings. The budget is prepared and published for informative and fiscal planning purposes only, however, Town Council may vote to appropriate all monies as shown in the budget at the same time as it adopts the budget.

Hearing assistance is available for meetings in the Town Council Chambers. If you require any type of reasonable accommodation to participate in this meeting as a result of a physical, sensory or mental disability, contact the Town Clerk at 540-751-2334; please provide notice of the accommodation at least three days in advance of the meeting. Copies of documents related to the public hearing are available for inspection and copying at the Purcellville Town Hall during the hours of 8:00 AM to 5:00 PM, Monday through Friday, holidays excepted.

The following is a brief synopsis of the budget:

<b>REVENUES</b>		
	<b>Year Ending 6/30/17 Appropriated</b>	<b>Year Ending 6/30/18 Proposed</b>
<b>GENERAL FUND</b>		
Local Revenue	8,518,851	8,612,909
State Revenue	1,165,875	1,169,205
Federal Revenue	0	0
<b>Total Operating Revenue</b>	<b>9,684,726</b>	<b>9,782,114</b>
<b>CIP Revenue</b>	<b>4,078,171</b>	<b>3,884,214</b>
<b>Total General Fund</b>	<b>\$ 13,762,897</b>	<b>\$ 13,666,328</b>
<b>PARKS &amp; RECREATION FUND</b>		
Local Operating Revenue	541,394	547,217
CIP Revenue	0	0
<b>Total Parks &amp; Rec Fund</b>	<b>\$ 541,394</b>	<b>\$ 547,217</b>
<b>WATER FUND</b>		
Water Fees	2,205,556	2,275,168
Availabilities	1,976,733	2,211,847
Other Revenue	352,250	239,268
<b>Total Operating Revenue</b>	<b>4,534,539</b>	<b>4,726,283</b>
<b>CIP Revenue</b>	<b>785,261</b>	<b>609,280</b>
<b>Total Water Fund</b>	<b>\$ 5,319,800</b>	<b>\$ 5,335,563</b>

<b>WASTEWATER FUND</b>		
Wastewater Fees	2,822,554	3,097,420
Availabilities	1,641,600	1,836,000
Other Revenue	5,280	15,030
<b>Total Operating Revenue</b>	<b>4,469,434</b>	<b>4,948,450</b>
<b>CIP Revenue</b>	<b>200,000</b>	<b>160,000</b>
<b>Total Wastewater Fund</b>	<b>\$ 4,669,434</b>	<b>\$ 5,108,450</b>
<b>TOTAL BUDGET</b>	<b>\$ 24,293,525</b>	<b>\$ 24,657,558</b>

<b>EXPENDITURES</b>		
	<b>Year Ending 6/30/17 Appropriated</b>	<b>Year Ending 6/30/18 Proposed</b>
<b>GENERAL FUND</b>		
General Town Operations	8,424,157	8,518,822
Debt Retirement	1,260,568	1,263,292
Capital Outlay	4,078,171	3,884,214
<b>Total General Fund</b>	<b>\$ 13,762,896</b>	<b>\$ 13,666,328</b>
<b>PARKS &amp; RECREATION FUND</b>		
General Parks & Rec Operations	257,150	262,973
Debt Retirement	284,244	284,244
Capital Outlay	0	0
<b>Total Parks &amp; Recreation Fund</b>	<b>\$ 541,394</b>	<b>\$ 547,217</b>
<b>WATER FUND</b>		
Water Operations	3,747,151	3,912,645
Debt Retirement	787,388	813,638
Capital Outlay	785,261	609,280
<b>Total Water Fund</b>	<b>\$ 5,319,800</b>	<b>\$ 5,335,563</b>
<b>WASTEWATER FUND</b>		
Waste Water Operations	2,628,629	3,108,145
Debt Retirement	1,840,805	1,840,305
Capital Outlay	200,000	160,000
<b>Total Wastewater Fund</b>	<b>\$ 4,669,434</b>	<b>\$ 5,108,450</b>
<b>TOTAL BUDGET</b>	<b>\$ 24,293,524</b>	<b>\$ 24,657,558</b>

Robert W. Lohr, Town Manager

April 21 & April 28, 2017

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## **STAFF REPORT**

### **DISCUSSION**

## Item #12b

**SUBJECT:** All-way Stop Consideration at Nursery Avenue/32nd Street

**DATE OF MEETING:** May 9, 2017

**CONTACTS:** Alex Vanegas, CPM, Public Works Director

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### **SUMMARY:**

At the September 28, 2009, Infrastructure meeting and subsequent Town Council meeting, staff was tasked with removing two stop signs on 32<sup>nd</sup> street at the intersection with Nursery Avenue. Based on a recent citizen's inquiry to have these stop signs re-installed, staff is presenting the information to the Town Council for discussion.

### **BACKGROUND:**

In 2009, due to several citizen and a LCPS bus driver's complaints regarding the stop signs located on 32<sup>nd</sup> Street at the intersection with Nursery Avenue, staff was asked to hire a consultant to analysis the need for stop sign at this location. The complaints varied from drivers running the stop signs, stacking of vehicles and concern with stopping in an area with older tree limbs that may fall on a vehicle. Staff reached out to Kimley Horn who conducted an evaluation of the respective intersection. It was there professional opinion that the two stop signs should be removed on 32<sup>nd</sup> Street and that the stop sign on Nursery Avenue should remain.

A few items to consider in this discussion, the cost of placing new signage, poles, and stripping at this respective location. Police monitoring since the impetus for many

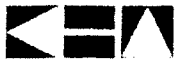
complaints were centered on drivers not coming to a complete stop. Safety concerns associated with the original complaint as well as using the stop signs to mitigate speeding.

**RECOMMENDATIONS:**

Staff believes it is prudent to examine all the information stemming from the recent concern of not having a stop sign at the aforementioned intersection. Obtaining statistics on speed and vehicle counts will help provide the Town Council and staff with more data to make a better informed decision.

**ATTACHMENT(S):**

1. Kimley Horn Stop Sign Evaluation Memorandum
2. Minutes from the September 28, 2009 Infrastructure Committee meeting.



Kimley-Horn  
and Associates, Inc.

**Memorandum**

To: Samer Beidas  
Town of Purcellville

From: David Whyte  
Kimley-Horn and Associates, Inc.

Date: September 27, 2009

**Subject: All-way Stop Evaluation at Nursery Road/32<sup>nd</sup> Street Intersection**

■  
Suite 400  
13221 Woodland Park Road  
Hemdon, Virginia  
20171

At the request of the Town of Purcellville, the Nursery Road/32<sup>nd</sup> Street intersection was evaluated with regard to the existing all-way stop. With construction along 32<sup>nd</sup> Street planned to be complete within a short period of time, the Town is interested in determining whether the all-way stop should be retained post-construction.

As to the Nursery Road/32<sup>nd</sup> Street intersection, the review of multi-way stop intersection was generally guided by Sections 2B.04 through 2B.07 of the Manual on Uniform Traffic Control Devices. On September 25, 2009 a field review was conducted to observe existing physical conditions at the intersection. Based upon this field review, the following were noted:

- **Sight distance:** looking north and south from Nursery Road along 32<sup>nd</sup> Street, the existing vertical and horizontal alignment did not appear to create sight distance issues for intersection traffic. It should be noted that construction was underway and that the final road surface was not installed.
- **Schools/Pedestrians:** the existing all-way stop did not appear to serve a school or significant pedestrian crossing.
- **Traffic volume:** traffic volumes are heavier on 32<sup>nd</sup> Street during normal traffic conditions.
- **Crash history:** no crash information was available for review and there was not field evidence (skid marks and similar) of crash history.
- **Street characteristics:** the posted speeds on both streets are 25 mph. Since both streets currently operate under stop control, speed data was not relevant for review at the intersection.

Based on the field review and an understanding of intersection conditions, it is recommended to modify the all-way stop condition to a STOP only on Nursery



Road. Supporting the change in intersection traffic control, the following are recommended:

- Remove the all-way stop at the 32<sup>nd</sup> Street/Nursery Road intersection
- Remove stop signs and any associated signage or pavement markings indicating a stop-ahead or stop condition on 32<sup>nd</sup> Street
- Remove the “all-way” supplemental plaque on the Nursery Road stop sign
- Trim/clear tree branches/vegetation along the east side of 32<sup>nd</sup> Street, south of Nursery Road that currently presents a sight distance limitation
- Retain the stop sign and install a stop bar on Nursery Road
- Install “new traffic pattern ahead” signage (with flags) on Nursery Road approaching 32<sup>nd</sup> Street
- Consider installing an “intersecting traffic does not stop” sign on Nursery Road
- Post stop-sign removal speed survey on 32<sup>nd</sup> Street to understand the change in vehicle speeds along 32<sup>nd</sup> Street

viii) Endorsement of All-way Stop Evaluation at Nursery Road/32nd Street Intersection

- a) The Committee discussed the proposal to remove the all-way stop at the intersection of Nursery Avenue and 32<sup>nd</sup> Street at the conclusion of the infrastructure project.
- b) **The Motion, “I move that the stop signs at the all-way intersection at Nursery Avenue and 32<sup>nd</sup> Street be removed,” was made by Dr. Wiley and was seconded by Mr. Priscilla. *The Committee requested staff to be sure there was sufficient public notification including press releases and posting on the front page of the Town’s Web site prior to the removal of the stop signs. The press release should include the reasons for removal contained in the Kimley Horn report. Staff was also requested to advise the principal at Emerick Elementary School, LCPS, LCPS Transportation Services, and emergency services. Staff was also directed to explore moving the northbound radar sign to an alternate location further south on 32nd Street. The Motion was approved 4-0.***
- c) Old Business
- d) New Business
  - i) Mr. Beidas advised the Committee that a geothermal well is being installed in the Village Case subdivision. Mr. Beidas said staff will be asking the Loudoun County Health Department to advise the Town anytime a request for a geothermal well is submitted within Town limits.

**12. Closed Session**

- a) **The Motion, “I move pursuant to Section 2.2-3711 (A)(3), Section 2.2-3711 (A)(7) and 2.2-3711(A)(29) of the Code of Virginia, as amended, that the Purcellville Infrastructure Committee recess its regular meeting and convene a closed meeting. The purpose of the closed meeting is as follows:**
  - a) Discussion or consideration of the acquisition of real property for a public purpose;
  - b) Consultation with legal counsel retained by the Town regarding specific legal matters requiring the provision of legal advice by counsel;
  - c) Discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body.

The following individuals, if present, are requested to attend the closed meeting:

- 1) All Town Council
- 2) Robert W. Lohr, Jr., Town Manager
- 3) Patrick Childs, Assistant Town Manager

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**REPORT**  
**DISCUSSION ITEM**

Item #12c

**SUBJECT:** Roles and Responsibilities of Interim Town Manager and Agreement

**DATE OF MEETING:** May 9, 2017

**CONTACTS:** Mayor Fraser

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**SUMMARY and RECOMMENDATIONS:**

Attached is the job description for the Interim Town Manager position.

**ATTACHMENT(S):**

1. Job Description



## Interim Town Manager

**REPORTS TO:** This position is appointed and serves at the pleasure of The Mayor and Town Council.

**POSITION SUMMARY:**

The Town Manager performs complex professional and administrative work directing all operations of the Town. Work is performed under the general supervision of the Town Council. Supervision is exercised over all Town Staff.

**ESSENTIAL FUNCTIONS/TYPICAL TASKS:** Managing and directing all daily operational activities on the Town through direct communication with department heads; ensuring the professional administration of all Town affairs; ensuring that all ordinances, regulations and policies of the Town and Town Council are faithfully and equitably enforced; preparing reports. (These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Works with current Town Manager on the transition of tasks and projects to maintain a smooth work flow and deliver current projects on-time and within budget. Work with Town Manager to document and absorb as much institutional knowledge as possible before departure.
- Directs the activities of all Town departments.
- Reviews proposed department operating budgets and prepares and submits a proposed budget to the Town Council for approval.
- Attends and participates in Council meetings and numerous other committee or board meetings and public hearings, advising and providing necessary information.
- Reviews and prepares written reports and recommendations for Town Council and various boards, commissions and committees.
- Meets and confers with various citizen groups or individual citizens.
- Reviews and revamps Town policies, procedures and codes and recommends improvements and
- Performs liaison activities to other local, state and federal agencies and organizations.
- Reviews and approves and signs documents approving the hiring of personnel, personnel actions, expenditure of Town funds, use of Town facilities, etc.
- Receives and answers or responds to telephone complaints or inquiries.
- Performs related tasks as required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Comprehensive knowledge of the principles and practices of public administration; comprehensive knowledge of municipal finance practices; comprehensive knowledge of the laws, ordinances and regulations underlying a municipal corporation; ability to write clear and concise reports, memoranda, directives and letters; ability to analyze complex problems and develop effective solutions from general instructions; ability to meet the public and to discuss problems and complaints; ability to plan, direct and coordinate the work of a large operating agency; ability to establish and maintain effective working relationships with associates, Town Council members and the general public.

**EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in public administration or related field supplemented by a master's degree in public administration and extensive increasingly responsible local government experience.

**PHYSICAL REQUIREMENTS:**

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires reaching, standing, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, peripheral vision, preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

**SPECIAL REQUIREMENTS:**

Must be bonded or capable of being bonded and hold a valid driver's license.

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**STAFF REPORT**  
**DISCUSSION ITEM**

Item #12d

**SUBJECT:** Executive Search Firm Recommendation

**DATE OF MEETING:** May 9, 2017

**STAFF CONTACTS:** Robert W. Lohr, Jr., Town Manager

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**SUMMARY and RECOMMENDATIONS:**

As the Town Council moves forward with appointing an interim and beginning a search for the permanent Town Manager, the Mayor asked that I provide some background information on the use of executive search firms, companies that are known both nationally and locally to engage in this process along with any recommendations. We are fortunate to have a local company that has an approved state contract for a set price to provide this service located in Virginia and staff recommends strong consideration of the Springsted/Waters Executive Recruitment team which is located in Richmond.

**BACKGROUND:**

Many communities both small and large, take advantage of executive recruitment firms based on the following reasons:

- 1) They can come in and help a community with this process while the government and elected bodies stay focused on the main priority of running the Town's day to day operations.
- 2) They have extensive experience in working with local governments to help them identify a best project approach and methodology that is important to each community with a search tailored to the specific needs of that government.
- 3) They are up to speed on the best practices and best recruitment techniques and most executive recruitment firms have an extensive list of contacts and managers that most communities would not be able to reach using a localized search.
- 4) In communities that have limited HR and resource departments, they provide an extensive vetting and background.

The three more popular companies that work both locally and nationally in executive searches for local governments are:

- 1) Springsted/Waters Executive Recruitment,  
9097 Atlee Station Road, Suite 200  
Mechanicsville, VA 23116  
[waters-company.com](http://waters-company.com)
- 2) The Novak Consulting Group  
26 East Hollister Street  
Cincinnati, OH 45219  
[thenovakconsultinggroup.com](http://thenovakconsultinggroup.com)
- 3) The Mercer Group, Inc.  
321 Vanette Drive  
Chesapeake, VA 23322  
[themerccergroupinc.com](http://themerccergroupinc.com)

**ISSUES:**

Because any formal outside executive recruitment takes time, it is important that Council make a decision and move forward so that the Town can begin this extremely critical process as soon as possible.

**BUDGET IMPACT:**

Under the state contract that the Town can automatically ride and save from having to complete the procurement, Springsted/Waters Executive Recruitment team has an all-inclusive professional fee of \$21,100. This would allow the Town to proceed immediately. I have included a summary letter from Springsted/Waters Executive Recruitment under *Attachment I*.

**ATTACHMENT(S):**

1. Letter from Springsted/Waters Executive Recruitment

**From:** [Lohr, Rob](#)  
**To:** [McCann, Hooper](#)  
**Subject:** FW: Town of Purcellville EXS Work Plan Town Manager  
**Date:** Thursday, May 4, 2017 1:11:01 PM  
**Attachments:** [Town of Purcellville EXS Work Plan Town Manager.docx](#)

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FYI

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**From:** John Anzivino [mailto:janzivino@springsted.com]  
**Sent:** Wednesday, May 03, 2017 4:29 PM  
**To:** Lohr, Rob <rlohr@purcellvilleva.gov>  
**Subject:** Town of Purcellville EXS Work Plan Town Manager

Rob,

Here's some quick information to discuss with the Mayor. I have not attached a project list but over the years we have worked with Warrenton (Town Manager), Leesburg (Public Utilities Director), Winchester (City Manager and HR Director), Fairfax (County Attorney and HR Director), Fauquier County (Economic Development Director), Front Royal (Town Manager), Dumfries (Town Manager), Fredericksburg (City Manager), Spotsylvania and Stafford Counties (multiple positions from County Administrator to Planning Director in both localities). PRTC (Executive Director, VRA (Finance Director), City of Manassas (City Manager, Deputy City Manager, Finance Director) as well as the VRS, Virginia ABC Board etc. Outside the area we have worked on City Manager searches for Raleigh and Virginia Beach and a wide range of other recruitments.

Please let me know if you have any questions. If we were successful in obtaining the recruitment for the Town we would develop a more formal work plan and proposal.

Best wishes.

[John A. Anzivino](#)  
Senior Vice President

[WWW.SPRINGSTED.COM](http://WWW.SPRINGSTED.COM) ▫ [BIO](#) ▫ [V-CARD](#)

**SPRINGSTED INCORPORATED**  
9097 Atlee Station Road, Suite 100  
Mechanicsville, VA 23116  
804-726-9750 Direct  
804-381-8455 Cell  
804-277-3435 Fax

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May 3, 2017

Mr. Robert W. Lohr, Jr.  
Town Manager  
Town of Purcellville  
Municipal Building  
221 South Nursery Avenue  
Purcellville, VA 20132

**Re: Executive Search Consulting Services for the Town of Purcellville**

Dear Mr. Lohr:

Springsted|Waters Executive Recruitment (S|W), is pleased to provide an outline of how we might assist the Town of Purcellville in providing executive search services as the Town works to select a new Town Manager. Each executive search that S|W conducts is tailored to meet the needs of the client and the following project approach and methodology as outlined via yesterday's discussion and contains elements of a work plan which might be utilized for the Town's recruitment. The search process we have outlined reflects a thorough approach to recruitment and selection, tailored to the specific needs of the Town. We recognize that the Town may wish to adjust this process and its timetable to meet the Town's unique needs should we be selected. We are prepared to meet with appropriate Town officials and staff at your request and will work with the Town to make any requested modifications that are mutually agreed upon.

The Town of Purcellville's timing for this recruitment is appropriate given the Town's changing environment and demographics. The Town's location in Northern Virginia and the Town's ongoing work in to provide a high level of services to its citizens require that the Town focus on potential candidates who best meet the needs of the Council and the community; an area in which we feel we excel in working with our local government clients.

**Staff Experience**

Springsted|Waters Executive Recruitment has conducted executive searches for over 300 local governments and public agencies across the country over the last 25 years. Our reputation for thorough analysis of positions and management of a smooth recruitment and selection process are well recognized and appreciated by our clients.

Our work with the Town will be managed by our office in Richmond, Virginia, located at 9097 Atlee Station Road, Suite 200, Mechanicsville, VA 23116 (804.726.9748). Anne Lewis, our Mid-Atlantic Group Coordinator and primary search consultant with Virginia local governments, will be the Town's primary contact and project director. She will be assisted by myself. Each S|W staff member assigned to the Town's team has direct local and/or state government management experience and has participated in numerous searches on behalf of our clients. The Richmond office is fully staffed by S|W professionals who serve the Mid-Atlantic service area and is open from 8:00 a.m. to 5:00 p.m. daily, excluding holidays. Ms. Lewis and other staff are available after hours by electronic communication (cell and e-mail).

- ✓ **Anne Lewis**, Senior Vice President, will be the Town's primary contact and project director responsible for all facets of the project. Ms. Lewis joined the Springsted team in April 2016 after serving over 20 years in Virginia local government, serving as an Assistant City Manager in both Winchester and Harrisonburg. Ms. Lewis has

considerable knowledge of the local governments in Virginia and has been directly responsible for, or involved with, numerous searches throughout the Eastern and Midwestern United States.

- ✓ **John Anzivino**, Senior Vice President, will serve as the backup to Ms. Lewis as a consultant assigned to this project and will devote approximately thirty percent (30%) of the time devoted to this project. Mr. Anzivino will assist Ms. Lewis in recruiting and screening candidates. Specializing in executive search and organizational and management consulting for public agencies, Mr. Anzivino has extensive government experience, having served as County Administrator in Amelia and Caroline Counties, as Town Manager in Warrenton and as Director of Regional Planning in West Virginia's Governor's Office. He holds bachelor's degree in political science and a master's in public administration.

### **Search Initiation and Position Analysis**

Springsted will meet with the Town's designated contact(s) to establish working relationships, define and refine the project's scope, procedures and timetable, and to develop and review the materials and details required to successfully complete the search process.

While the Town may have laid out some of the qualifications, personal traits and professional abilities required for the Town Manager's position, individual interviews will be conducted with the Mayor and Town Council members to determine the specific duties and responsibilities of the position, as well as individual expectations concerning desirable training, experience, professional and personal characteristics of the candidates. In addition, if the Council requests, we can meet to provide mechanisms for gaining additional insight from both the staff and the community.

After the results of the interviews are analyzed and summarized, S|W will develop a community profile describing the Town and its assets and available resources. The profiles will include the Town's identified job criteria, employment conditions and parameters. The document will be submitted to the Town Council for review and comment prior to initiation of the recruitment process.

### **Recruitment**

A comprehensive search and recruitment process will be initiated by S|W in concert with the Town. Announcements detailing the position will be placed in appropriate professional and news publications and in professional journals as selected jointly by S|W and the Town. In addition, utilizing the approved profiles, S|W will make direct contact with candidates in comparable organizations throughout the Commonwealth and region to maximize the Town's exposure with local government professionals unfamiliar with the Town. These contacts take the form of personal discussions, as well as direct mail and e-mail messages, that convey the organizational and position profile to potential candidates S|W identifies as meeting the profile criteria. As a professional search firm, our professionals have the latitude to make direct contacts with qualified professionals that may otherwise disturb relationships should they be carried out by Town officials.

Our knowledge of and volume of work in the Mid-Atlantic and throughout the United States, allows us significant insight into those individuals who may have an interest in the Town Manager's position, who can relate to the pace of lifestyle of Northern Virginia, and who may best fit the Town's qualifications, personality, and established organizational culture.

Over the years, S|W has developed a significant base of contacts among public sector professionals and maintains a library of résumés from past applicant pools. While the Town's search will be tailored to its needs, S|W staff will - based on our own experience, contacts and files - identify and actively seek individuals from the public and/or private sector who meet or exceed the Town's desired qualifications and invite and encourage them to apply. Although the position will be publicly advertised, many of the most qualified applicants will not respond to a public announcement unless invited.

Springsted|Waters Executive Recruitment makes significant efforts to personally reach out to all potential candidates and has a positive record of attracting a diverse pool of applicants. Our efforts include reaching out to and working with

organizations such as the National Forum for Black Public Administrators, the National Association of Latino Elected and Appointed Officials and numerous organizations and chapters of public administration organizations devoted to female professionals in the public sector.

Springsted|Waters Executive Recruitment has also established a reputation among private sector and government professionals for handling searches discreetly and confidentially, so as not to jeopardize current employment arrangements. This reputation removes a possible barrier for prospective candidates with good employment situations. This is important because the Town will want to attract those individuals to the process.

The Richmond office of S|W will receive, acknowledge, review and screen each application we receive based on the criteria developed as part of the profile development process and approved by the Town. The information contained in the applications and résumés, and our knowledge of the organizations for which the applicant works, will also be evaluated.

Springsted|Waters Executive Recruitment will provide timely acknowledgment and periodic status reports by personal letter to all applicants on behalf of the Town.

#### **Identification of Semi-Finalists**

Springsted|Waters Executive Recruitment will identify those candidates whose qualifications most closely match the criteria established by the Town, then analyze and assess the professional credentials, personal qualifications and achievements of each, carefully matching their credentials with the selection guidelines and the position specifications. The consultants will interview each of these candidates to verify and expand on their written data and to ensure the candidates' real and continuing interest in the position. S|W will work to verify that the candidates have a proven record as an official in an organization of comparable size and scope of services provided by the Town of Purcellville. The primary objective of the interview will be to determine if the candidate meets the Town's threshold requirements. This includes a determination of both competencies and behaviors. It is also important to understand exactly why a candidate would consider making a career change to work for the Town. S|W will also obtain complete compensation histories, but will not discuss compensation possibilities with candidates at this stage of the process without consulting the Town. Unsuitable candidates who do not match the Town's criteria will be informed of their status at this time.

Personal and professional reference checks from professional associates and others, as appropriate, will be performed by S|W staff. We electronically search newspapers, organization's minutes (if a candidate is employed in the public sector) and makes discreet calls to area officials who may be familiar with the candidate to assist in verifying the candidate's background, management style, etc. All candidates are also requested to submit references. These references are contacted, but we will also gather information from independent sources, as noted. Inconsistencies in information provided by the candidate that cannot be resolved at this stage will serve as grounds for immediate termination of the applicant's candidacy.

Using this process, to date, no candidate recommended by S|W has been the subject of a criminal or ethics violation investigation.

#### **Selection of Finalists**

A report covering all applicants will be prepared and S|W will recommend, with written justification, the six to ten candidates who most closely meet the Town's specifications. The report will include a description of the process to date, suggested interview questions, a discussion of questions which an appointed official may not ask, sample interview schedules, a summary profile of each recommended candidate with salary and work history and the results of our interviews and background checks. The consultants will review the finalist candidates with the Town Council in a meeting that will enable the Town hiring officials to identify those candidates they would like to name as finalists and invite for a formal interview.

### Interview Coordination

Springsted|Waters Executive Recruitment understands that we might be asked to coordinate the interview process on behalf of the Town. If candidates are from a significant distance, Springsted would be available to assist the Town in setting up Skype™ or other electronic video interviews for initial discussions with the candidates. At the finalists stage we would strongly recommend that personal, on-site interviews take place. S|W staff will be available to observe the interviews if requested by the Town. Entities often ask us to sit in on interviews to ensure that responses are consistent with information provided during their initial S|W interview.

### Conclusion

Springsted|Waters Executive Recruitment will also notify all candidates of their status in the process and will notify finalists by personal contact if requested to close out the process on behalf of the Town.

### Ongoing Services

Springsted|Waters Executive Recruitment has a continuing interest in the success of this selection process. For that reason, we will return to the Town, if requested, approximately 180 days after the selected candidate for position begins working, to assist in the resolution of any issues that may have surfaced between the Town and the new hire. S|W also commits to performing another executive search if the new Town Manager voluntarily resigns, or is dismissed for cause, during the first two (2) years of employment.

Each of these services will be provided at no additional cost to the Town other than reimbursement for direct expenses incurred by Springsted.

### No Recruitment Policy

Springsted|Waters Executive Recruitment feels very strongly that, once a candidate has accepted a position, that person has an obligation to be on the job for a good period of time.

***Springsted|Waters Executive Recruitment will not actively recruit anyone whom we have placed with a client during their employment with that client.***

### Recruiting Schedule

We are submitting a schedule for consideration based upon the typical search process we conduct. As noted in our earlier discussions, we believe it is possible to have a new Town Manager named within approximately four (4) months of search initiation given the nature of the search, the Town's budget and the nature of developing a potential candidate pool. We feel that the schedule below can be adhered to, pending review of documents and interviews, and would result in the best pool of candidates for the Town's consideration. The Town should also note that there are factors beyond the consulting team's control that impact meeting the schedule.

Publication deadlines and interview schedules, as well as appropriate resignation notices to present employers also impact the schedule. S|W will make every effort to meet the Town's goal of timing the search to coincide with the selection of a new Town Manager and completing the search as quickly as possible, without compromising the quality of the search.

TOWN OF PURCELLVILLE RECRUITMENT SCHEDULE	May	June	July	August
Project Initiation/Position Analysis	■			
Recruitment and Preliminary Screening		■		
Identification of Semi-Finalists			■	
Selection of Finalists/Candidate Presentation			■	
Interviews				■

### **Professional Fees**

The all-inclusive professional fee to conduct the recruitment is provided below and includes the cost of professional services by the Recruitment Project Team Leader, the project support staff and all project-related expenses such as advertising, preparation of the recruitment brochure, printing, candidate background, reference and academic verification checks and travel expenses for on-site visits. Travel expenses incurred by candidates for on-site interviews with the client are not the responsibility of S|W and are handled directly by the client organization.

The all-inclusive professional fee is reflective of the Commonwealth of Virginia Contract prices and will be billed in four installments: 30% of the fee will be billed at the beginning of the recruitment; 30% at the implementation of Phase I; 30% at the implementation of Phase II; and 10% upon acceptance of an offer by the candidate. We are open to negotiate an alternative payment schedule if selected for this recruitment.

If candidates from this recruitment process are selected for another position within your organization within one year of the close of the recruitment, a fee of 50% of the following proposal amount will be due to Springsted|Waters Executive Recruitment.

All questions regarding the professional fees and project-related expenses should be directed to John Anzivino, Senior Vice President at [janzivino@waters-company.com](mailto:janzivino@waters-company.com) or via phone at 804-726-9750.

PHASE	DESCRIPTION OF PROFESSIONAL SERVICES	FEES
Phase I	Task 1 – Candidate Profile Development/Advertising/Marketing (includes one day on-site by Recruitment Project Team Leader) Task 2 – Identify Quality Candidates	\$6,330
Phase II	Task 3 – Screening of Applications and Submission of Recommended Semi-Finalists to Client (includes one day on-site by the Recruitment Project Team Leader) Task 4 – Reference Checks, Background Checks and Academic Verifications	\$6,330
Phase III	Task 5 – Final Process/On-Site Interviews with Finalists (includes two days on site by Project Team Leader)	\$6,330
Conclusion	Acceptance of offer by candidate	\$2,110
	<b>TOTAL ALL-INCLUSIVE PROFESSIONAL FEE</b>	<b>\$21,100</b>
OPTIONAL SERVICES FOR CONSIDERATION		FEES
Additional work related to the search process and as specifically requested by the Town that is outside of the scope of this project (i.e. additional onsite meetings) is additional. The fixed professional fee for this recruitment anticipates no more than three onsite consulting days with one consultant. However, we would be pleased to provide additional onsite consulting visits for our standard daily rate of \$1,500 plus expenses.		<b>\$1,500</b> per day plus expenses

### **Triple Guarantee**

Our Triple Guarantee is defined as: (1) A commitment to remain with the recruitment assignment until you have made an appointment for the fees and tasks quoted in this proposal. If you are unable to make a selection from the initial group of finalists, S|W will work to identify a supplemental group until you find a candidate to hire. (2) Your executive recruitment is guaranteed for 24 months against termination or resignation. The replacement recruitment will be repeated with no additional professional fee, but only for project-related expenses. Candidates appointed from within your organization do not qualify for this guarantee. This guarantee is subject to further limitations and restrictions of

Commonwealth of Virginia laws. (3) S|W will not directly solicit any candidates selected under this contract for any other position while the candidate is employed with your organization.

As noted in our conversation the Town may wish to procure our services under a cooperative purchasing agreement. To that end we have cooperative agreements in force with the City of Manassas, Arlington County and the Commonwealth of Virginia (DHRM14-01).

I believe the information above accurately outlines our services and the estimated cost. Please feel free to give me a call should you have any questions.

We look forward to working with the Town on this important recruitment.

Respectfully submitted,

***SPRINGSTED/WATERS EXECUTIVE RECRUITMENT***

John A. Anzivino, Senior Vice President  
Client Representative

kaw

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**STAFF REPORT**  
**ACTION ITEM**

Item #13

**SUBJECT:** 120 Ken Culbert Lane Availability Fees

**DATE OF MEETING:** May 9, 2017

**STAFF CONTACTS:** Alex Vanegas, CPM, Public Works Director

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**SUMMARY and RECOMMENDATIONS:**

Purcellville Children's Academy proposes to develop the lot located at 120 Ken Culbert Lane, on the east side of Ken Culbert Lane, 0.01 miles north of East Main Street. The developer of the project has submitted the business utility form, requesting a 3/4-inch meter. The application, with plumbing plans, has been reviewed by Town Staff using the standard calculations and procedures that are employed for the review of all business utility forms submitted to the Town. Town Staff recommends approval of the meter size requested.

**BACKGROUND:**

Purcellville Children's Academy site plan includes the construction of a building, parking lot, entrance, storm sewer, sanitary sewer lateral, water service and meter, and fire line. The site plan, and associated deed of easement and plat, is currently under review.

**BUDGET IMPACT:**

The water and sanitary sewer availability fees (plus meter fee) collected for this development, based on the requested and recommended meter size, is \$71,359.00.

**MOTION(S):**

"I move that the Town Council approve a 3/4-inch water and sewer availability for Purcellville Children's Academy, located at 120 Ken Culbert Lane, once all necessary land approvals have been secured. This approval is valid with the following stipulations:

This availability must be purchased prior to the zoning permit being issued for the development of the property and must be purchased at the going availability rates at the time of purchase.

The approval of this availability is with the understanding that if the number of fixtures or water use exceeds the allowable amount for the meter size, the current owner will be required to upgrade the availability as necessary with all appropriate approvals, or the use will not be permitted."

OR

"I move that the Town Council rejects the proposed water meter sizes and associated water and sewer availability fees."



**STAFF REPORT**  
**ACTION ITEM**

Item #15

**SUBJECT:** Approval of Meeting Minutes

**DATE OF MEETING:** May 9, 2017

**STAFF CONTACTS:** Diana Hays, Town Clerk/Project Manager

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**SUMMARY and RECOMMENDATIONS:**

Attached are the meeting minutes from the April 19, 2017 Town Council Special Meeting/Budget Work Session and the April 25, 2017 Town Council Regular Meeting for review and approval by Town Council.

**MOTION(S):**

"I move that we approve the minutes of the April 19, 2017 Town Council Special Meeting/Budget Work Session and the April 25, 2017 Town Council Regular Meeting and waive reading."

OR

"I move that we approve the minutes with the following changes:

\_\_\_\_\_"

**ATTACHMENT(S):**

1. April 19, 2017 Town Council Special Meeting/Budget Work Session
2. April 25, 2017 Town Council Regular Meeting

**MINUTES  
PURCELLVILLE TOWN COUNCIL SPECIAL MEETING/  
BUDGET WORK SESSION  
APRIL 19, 2017, 7:00 PM  
TOWN HALL COUNCIL CHAMBERS**

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The special meeting of the Purcellville Town Council convened at 7:00 PM in Council Chambers with the following in attendance:

**PRESENT:** Kwasi Fraser, Mayor  
Karen Jimmerson, Vice Mayor  
Doug McCollum, Council member  
Kelli Grim, Council member  
Chris Bledsoe, Council member  
Ryan Cool, Council member  
Nedim Ogelman, Council member

**ABSENT:** None

**STAFF:** Robert W. Lohr, Jr. Town Manager  
Danny Davis, Assistant Town Manager  
Sally Hankins, Town Attorney  
Liz Krens, Director of Finance  
Alex Vanegas, Director of Public Works  
Patrick Sullivan, Director of Community Development  
Hooper McCann, Director of Administration  
Shannon Bohince, Director of Information Technology  
Chief Cynthia McAlister, Police Dept.  
Lt. Joe Schroeck, Police Dept.  
Paula Hicks, Accounting Manager  
Tom Angus, Budget Specialist

**CALL TO ORDER OF SPECIAL MEETING/BUDGET WORK SESSION:**

Mayor Fraser called the special meeting to order at 7:00 PM. The Pledge of Allegiance followed.

**FY 2018 BUDGET WORK SESSION:**

**a. Review of Proposed Enhancements**

Danny Davis referenced the proposed enhancements in summary form on pages 12-15 of the proposed budget document to include unfunded enhancements which were requested by departments but were not able to be included with the proposed budget.

Danny Davis reviewed each of the departments proposed enhancements.

Council member Cool asked about Long Range Planning on page 13 and stated that he is in support of that item.

Council member Cool asked about the \$100,000 for planning and noted the County uses a tool and asked if there is a tool that a license could be brought from and if there is a way to do that in the RFP process and get a license from another jurisdiction. Danny Davis stated that he could confirm, and added that in terms of an infrastructure model being discussed that that it is fairly unique.

Council member McCollum reviewed his list of items that he proposed to keep to include the 3% index rate adjustment, the police wellness program, firearms and ammunition, and long range planning. Council member McCollum asked about the computer software in Public Works and if this is an upgrade or new software. Danny Davis stated that the Town currently uses software and that this would be to add additional modules. Council member McCollum stated he feels the sewer flow monitoring study is important. Council member Cool asked in regards to capacity if this would address the age so that plans can be made in the CIP. Rob Lohr noted that the majority of the system has been built in the last twenty years with minor replacements and believes there is good data and analysis. Alex Vanegas added that this would provide information to give to the consultant for the long range planning. Mayor Fraser asked if the Town has the capability and if there is a mechanism within the public works or sewer enterprise that can measure the rate of sewer flow. Alex Vanegas stated that it can be tested at the pump stations but that you cannot see what is coming from each of the pipes in the collection system, and confirmed a question from Mayor Fraser that the consultant would be strategically placing flow monitors in the pipes.

Council member McCollum asked how the proposed HR Assistant position is different from the part-time Paralegal that was not approved last year. Danny Davis stated that the Paralegal was a support person for the Town Attorney and for legal activities and that this position is specifically to assist the HR Manager and HR activities. Council member McCollum asked if there is a module in the Munis software that would help the HR Manager with data entry. Danny Davis stated that it will help however also needs assistance maintaining data. Council member McCollum asked about the current staffing at the police department and if they are currently under staffed. Chief McAlister stated they are understaffed by two. Discussions took place about the replacement vehicle.

Council member McCollum asked if the request for a Maintenance Worker in Public Works is one that is supposed to be for enterprise or general fund work. Alex Vanegas confirmed it is a chargeback position.

Council member McCollum asked how often a new bucket truck would be utilized. Alex Vanegas noted currently staff rents a truck four to five times per year at a cost of approximately \$8,000 annually. Vice Mayor Jimmerson talked about the opportunity to reach out to other communities to provide assistance using the truck.

Council member McCollum asked how much interrogation is done in order to justify the equipment expense. Chief McAlister stated the major cases are outsourced but would like to be able to conduct some onsite.

Council member Cool asked about using the Sheriff's department for interrogation and asked if there are any other Town's in western Loudoun with an interrogation room. Chief McAlister stated that that Round Hill substation has an interrogation however an arrest could not be made in Round Hill since it is out of the jurisdiction.

Council member Ogelman talked about keeping the promises he made when elected to include addressing the debt, keeping the small town feel and no increases in taxes or user rates and added he does not feel it is possible to be able to approve all of the proposed enhancements, even though he would like to.

Council member Grim talked about the request for the HR Assistant and technology. Danny Davis noted that Munis does have an HR/Payroll module that the Town will be implementing and that payroll is handled by the Finance staff. Mr. Davis added that he does believe there will be efficiency savings with Munis HR/Payroll for payroll when compared to the current activities.

Council member Grim asked for clarification on the number of officers the Town has. Chief McAlister clarified that the position in the budget would be an additional position. Danny Davis added that of the eighteen positions, there is one current vacancy and that the goal is that each squad have four members. Council member Grim referenced the request for vehicles and noted that citizens have asked why the Town purchases brand new vehicles in a small Town in a small area and asked if both vehicles would be patrol vehicles. Council member Grim added she could support one of the replacements. Council member Grim talked about the difficulty in supporting the Public Works request for a bucket truck at this time. Council member Grim asked for an explanation of the computer software for Public Works. Alex Vanegas stated that it adds to the existing Beehive software which would assist with maintaining vehicles in all departments ultimately prolonging the life of the vehicles.

Vice Mayor Jimmerson talked about the Police Wellness Program and that there is no accountability in having to report back the results. Chief McAlister explained the wellness program.

Council member Cool talked about the HIPA laws and the Town not being able to get some of the health information.

Council member Ogelman stated that in speaking with citizens has a perspective on policing in the Town and talked about the Town being covered by the Sheriff's Dept. and asked if the Town is receiving less services than other County citizens. Chief McAlister stated she feels the Town does receive less because the Town has their own police department. Council member Ogelman stated because taxes are paid to the County like every County citizen, feels everything that the Town has as additional policing should be an enhancement. Council member Ogelman added that if that is incorrect that he would like to go to the County with the issue, and that if this is correct that the Town needs to think clearly about what is going to be an addition to what the

Town is receiving from the Sheriff's department. Council member Ogelman talked about informing the citizens on the enhancements the Town is receiving. Rob Lohr provided some historical data as well as the services provided by the County. Council member Ogelman added that it is important for the citizens to know that what is being done in addition to the Sheriff's dept. are enhancements and things that citizens want. Mayor Fraser asked about the average response time and Chief McAlister stated that the Town's is approximately three and half minutes and possibly longer depending on traffic and that the Sheriff's office response time is longer.

Council member Ogelman talked about how added growth has a multiplier effect on the amount and nature of the services that the Town has to provide. Council member Ogelman restated what Chief McAlister stated about response times increasing due to growth and as also noted by Rob Lohr.

Vice Mayor Jimmerson talked about density in other cities in the County without their own departments and those with higher density having more County coverage. Chief McAllister added the Town is fortunate to have their own police department and that coverage and response time would depend on what is happening around the County. Mayor Fraser asked for clarification on the number of officers the Town has. Danny Davis referenced page 28 of the packet and noted one position not listed which is the current vacancy not including Cpl. Costello and confirmed there are a total of eighteen in the department.

Mayor Fraser referenced the request for a bucket truck and asked for the estimated maintenance cost for the vehicle. Alex Vanegas stated that this was not analyzed and that given the light use of this vehicle it would be similar to other heavy equipment but would provide that information so that Council can make a decision.

Council member Grim asked how additional questions should be submitted and when. Mayor Fraser stated it is his intent for Council members to have recommendations back to staff at this meeting, however recommended that there be another budget work session where Council will be able to propose as a group what they think the budget should be. Mayor Fraser added that Town management would then take the information and provide it to Council. Rob Lohr noted that using straw polls may be helpful in determining which items to leave in the budget. Mayor Fraser added that he has a draft of what he would like the budget to be and will present it to Council for review and possible template. Mayor Fraser recommended the use of straw polls at the next meeting.

Council member McCollum added that some of the Council members prefer advance noticed before attending meetings as to what the issues and suggested language are. Council member McCollum suggested that each Council member send their list from the budget and copy each Council member so that each list can be reviewed in advance by each Council member and thought about in advance. Council member Cool stated he agrees with the purpose of the straw polling and requested that if that is done that it shorten the discussion during the meetings and asked about the spreadsheet of items that Council should work from. Danny Davis suggested starting with the proposed enhancements and if no vote is taken on an item that it stay in the budget then to work through the General Fund and go through each of the departments. Danny

Davis suggested that each Council member provide input to staff and staff will compile the information into a spreadsheet that he would have to Council later in the week. Mayor Fraser asked that once he has the template how he could request to not reduce something or to transfer something. Council member Ogelman talked about work being captured in the fund they are working under for transparency.

**AMENDMENT/REVIEW OF UPCOMING BUDGET SCHEDULE:**

Rob Lohr noted that the budget is required to be adopted by June 30<sup>th</sup>. After some discussion, Mayor Fraser scheduled the next budget work session for 7:00 PM on Monday, May 1<sup>st</sup>.

Council member Cool talked about establishing a process for the next meeting. Council member McCollum agreed.

Council member McCollum asked Chief McAlister about the unfunded enhancement about shift differential pay and the field training differential. Chief McAlister stated that when an officer is a field training instructor, they take on a lot of extra duties to include a lot of documentation on how the officer performed. Council member McCollum asked if comp time could be used instead of shift differential. Chief McAlister stated that that is up to the officer.

Council member McCollum asked about the \$15,000 in Community Development (page 17 of the budget document) and if it is that is related to an idea that the two Supervisors were trying to generate. Danny Davis added that it did not pass at the Board of Supervisors and that they further discussed the possibility of further developing the idea over the year. Council member McCollum expressed concerns for removing it if the item may come up again in the next year.

In regards to the Purchased Water item, Council member McCollum asked if the Town is in risk of water restrictions this summer. Alex Vanegas and Rob Lohr noted that the conditions could change quickly. Mayor Fraser asked that if the plans to bring two wells online would address this. Alex Vanegas stated that it would and the item is there in case something would happen, and that reserves would also be an option.

Danny Davis stated that in a previous session there were questions about the health care rates, cost sharing and comparison to other jurisdictions. Mr. Davis added that that information was provided in the agenda packet and that based on when the Town is required to give notice of participation in the health plan and to have open enrollment available to employees by the end of June, the Town would need to notify the administrator by May 1 to include health plan and cost share ratios. Danny Davis suggested adding this item to the next Town Council meeting agenda, and that are no changes being proposed to the plan being offered.

After discussion Council agreed to further discuss the item at the next Council meeting.

Mayor Fraser noted that neither the General Fund or the Parks and Recreation Fund were discussed as he thought they were addressed previously. Council had no concern.

**ADJOURNMENT:**

With no further business, Council member McCollum made a motion to adjourn the budget work session at 8:50 PM. The motion was seconded by Council member Ogelman and carried unanimously.

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Kwasi A. Fraser, Mayor

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Diana Hays, Clerk of Council

**MINUTES  
PURCELLVILLE TOWN COUNCIL MEETING  
APRIL 25, 2017, 7:00 PM  
TOWN HALL COUNCIL CHAMBERS**

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The regular meeting of the Purcellville Town Council convened at 7:00 PM in Council Chambers with the following in attendance:

PRESENT: Kwasi Fraser, Mayor  
Karen Jimmerson, Vice Mayor  
Kelli Grim, Council member  
Chris Bledsoe, Council member  
Doug McCollum, Council member  
Nedim Ogelman, Council member  
Ryan Cool, Council member

ABSENT: None

STAFF: Robert Lohr, Jr., Town Manager  
Danny Davis, Assistant Town Manager  
Sally Hankins, Town Attorney  
Alex Vanegas, Director of Public Works  
Liz Krens, Director of Finance  
Patrick Sullivan, Director of Community Development  
Hooper McCann, Director of Administration  
Chief Cynthia McAlister, Police Dept.  
Lt. Joe Schroeck, Police Dept.  
Diana Hays, Town Clerk/Project Manager

**CALL TO ORDER OF REGULAR MEETING:**

Mayor Fraser called the regular meeting to order at 7:00 PM. The Pledge of Allegiance followed.

**AGENDA AMENDMENTS/APPROVAL:**

Mayor Fraser made a motion to add Action Item 12d. Retirement Agreement Between Mr. Robert W. Lohr, Jr. and the Town of Purcellville. The motion was seconded by Council member Ogelman.

Motion: Mayor Fraser  
Second: Council member Ogelman  
Carried: 7-0-0

McCollum: Aye  
Grim: Aye

Jimmerson: Aye  
Cool: Aye  
Bledsoe: Aye  
Ogelman: Aye  
Mayor: Aye

Council member Bledsoe requested that item 6b Proclamation for Monarch Mayor's Pledge be removed from the agenda as he had spoken with Nicole Hamilton, Executive Director for National Wildlife, and she requested that this item be delayed for a future date after she can meet with the Tree and Environment Sustainability Committee then provided a presentation to Council. Mayor Fraser approved the request.

Rob Lohr stated it has been an honor and privilege to serve the Town since 1993 and that it is time for him to explore the next chapter in his life and announced his retirement effective July 1, 2017 contingent upon the completion of the retirement agreement later in the agenda. Mr. Lohr thanked the community for allowing him to serve 25 years as Town Manager. Mr. Lohr stated he had distributed his retirement letter to each Council member and for staff to hand out and requested that a copy be placed into the minutes. A copy of Mr. Lohr's retirement letter is on file in the Town Clerk's office.

Mayor Fraser stated that after almost a quarter of a century to the Town of Purcellville that it has been a privilege to work with Mr. Lohr and that he has been a great mentor, and thanked him for his service to the Town and to the community.

Council member McCollum stated that at the Council's April 11<sup>th</sup> closed session, he made several provocative statements to try to make the Council members consider the road they are on. Council member McCollum added that unknown to him, the majority of Council had already decided to separate the Town Manager from his position and to negotiate a buyout. Council member McCollum stated he heard the Town Manager indicate repeatedly at the April 11<sup>th</sup> closed session that had ideas for addressing issues raised in the evaluations, however none of those Council members that had critical evaluations extended him the courtesy of hearing his ideas. Council member McCollum stated that since he has been on Council, he has had no problem with Rob's integrity, his truthfulness, his management, his trustworthiness, his leadership and his willingness to effectively execute Council's expectations or directives. Council member McCollum stated he believes Mr. Lohr has been a faithful, effective manager dedicated to serving the residents and Council, and that he has been involved in no misconduct, and emphasized, no misconduct. Council member McCollum stated that Rob has spoken truth to power, that is, telling the Council what they need to hear and not just what they want to hear. Council member McCollum added that some Council members resent this, but that Rob has done this respectfully and clearly. Council member McCollum stated that speaking truth to power is an admirable quality that successful leaders possess, and encouraged him, and did not criticize him for it. Council member McCollum stated that the citizens and Town Council are better off for Rob Lohr's speaking truth to power, and throughout his term as Council member has come to appreciate how much of a highly competent manager he is and that he has been a steady hand for the Town that everyone has benefitted from. Council member McCollum stated he regrets the circumstances that lead to this announcement and wished Rob and his family the very best.

Council member Bledsoe stated that he has been involved in the Town's operations since 2008 although has been on Council for eight months. Council member Bledsoe added that during that time he has had the opportunity and good fortune of working closely with many members of Town staff, including Rob Lohr. Council member Bledsoe added that Rob Lohr represents the finest of the employees of the Town and that his 24+ years of dedicated service to the community are exemplified by the vocal turnout of residents and businesses owners present at the meeting. Council member Bledsoe added that these people testify to the selfless commitment that Mr. Lohr has made to provide excellent service to everyone, regardless of the day of the week or time, Mr. Lohr has never ceased to respond to any query or issue and has always put the needs of the citizens first. Council member Bledsoe stated that he values Rob Lohr's advice, his experience and his skills as much as any other professional he has known or had the pleasure of working with. Council member Bledsoe added that when the chips were down through any number of emergencies in the Town's history that there has been no better person to have at the helm than Rob Lohr. Council member Bledsoe stated that today is a sad day for Purcellville with the announcement of his retirement, perhaps only to be surpassed by July 1, the effective date of him leaving his service. Council member Bledsoe noted the Town will continue to succeed and thrive but it will be somewhat more difficult without the expertise and guidance that comes from someone who has shepherded Purcellville through some of the most difficult times. Council member Bledsoe stated that he is encouraged by Mr. Lohr's plans to remain in the community, and hopes that he continues to stay involved as a citizen and thanked Rob for his service.

Council member Grim stated she may have known Rob the longest as she met him soon after moving to the area. Council member Grim stated she appreciates the times they have agreed and disagreed and that Mr. Lohr has a southern kindness about him, and that she is sorry for him that many people have attempted to politicize something that was a very positive, open conversation and believes he deserves the respect of the crowded room. Council member Grim apologized for being in closed meetings at Mr. Lohr's wishes to discuss how to provide generous opportunities for him. Council member Grim stated there may have been about fifty employees that have come and gone throughout Mr. Lohr's tenure and added she appreciates his service and that they have always communicated disagreements, and that Mr. Lohr has been kind and honest to Council. Council member Grim thanked Mr. Lohr for his service and thanked the citizens and businesses for attending and supporting Mr. Lohr.

Council member Ogelman thanked Rob Lohr for his service and for being such an integral part of the community and wished him all the best with his retirement. Council member Ogelman stated he knows he will be successful with whatever he takes on next and looks forward to seeing him as a citizen in the community. Council member Ogelman thanked everyone for coming to support Mr. Lohr.

#### **PROCLAMATIONS/RECOGNITIONS:**

- a. Recognition – Loudoun Valley High School Boys Basketball Team – State Champions**

Town Council recognized each of the players and coaches of the 2017 Loudoun Valley High School State Champions Basketball Team. Mayor Fraser proclaimed May 1, 2017 as Loudoun Valley High School Boys Basketball Team Day.

**PUBLIC HEARINGS:**

**a. SUP16-02 Virginia Regional Transit Commuter Parking Lot**

Mayor Fraser opened the public hearing at 7:23 PM and stated the purpose of the public hearing as noted in the staff report. Mayor Fraser granted speakers three minutes.

Daniel Galindo gave the staff presentation noting that the bus pickup would occur curbside in the Browning Court cul-de-sac. Mr. Galindo added that at the Planning Commission's Public Hearing, the Planning Commission voted to recommend that Town Council approve SUP16-02 subject to four conditions as noted in the supplemental meeting agenda along with the corresponding waiver and that staff supports the recommendation.

Eric Zicht, Engineer, came forward as the representative for Virginia Regional Transit. Mr. Zicht added that the user of the facility would be Loudoun Transit which is a part of the Loudoun County government that runs the commuter bus service operating out of Purcellville for many years. Mr. Zicht added that the current location is at St. Andrew's Church and consists of 68 spaces which are consistently full and causes traffic on Main Street. Mr. Zicht added that in the long term, Loudoun Transit is looking to move to the Field's Farm Park in around year 2022 and that this would be an interim site. Mr. Zicht added that a traffic study had been done by a third party traffic consultant who noted there would be no issues and a significant improvement in traffic in the Town by moving from the St. Andrew's site to the proposed site.

Michael Cowell, 15713 Trapshire Court, Waterford and owner of GeoStructures, 413 Browning Court came forward with concerns for the proposed project to include safety for themselves and the commuters. Mr. Cowell stated they are unable to take their trucks out on the road until 9:00 AM after the bus traffic leaves. Mr. Cowell stated he feels this will be an issue with his business as well as the other businesses in the court and feels there may be a better way to include traffic in and out of Bailey Lane.

Tony Jasinski, owner of TJT Corporation located at 404 Browning Court, came forward and stated that he feels that taking the buses and trying to turn around in the parking lot would be difficult and added that the street is very busy in the morning. Mr. Jasinski added he feels the buses should go through the property and out the other way.

Pete Sacripanti, CFO at GeoStructures located 413 Browning Court, came forward and talked about the traffic study which was said to be deficient by the firm that reviewed it in that it did not do an analysis of what traffic would be in six years from now. The majority of Mr. Sacripanti's comments could not be heard.

Council member Grim read a comment into the record provided by Brian Trump of Trump Electric. Mr. Trump's comments expressed concerns for the commuter lot. The comments are in the meeting file in the Town Clerk's office.

The applicant was given the opportunity for additional comments and noted that currently their only options are the existing site and the proposed site. Mr. Zicht added that the traffic study was reviewed by the Town's traffic consultant.

Council member Bledsoe noted that information had been received this evening by three businesses that are directly impacted by this proposal and that he understands their concerns. Council member Bledsoe stated that he is in favor of the commuter lot. Council member Bledsoe asked Mr. Galindo if the information shared with Council had been reviewed by the Planning Commission. Mr. Galindo stated that the email read by Council member Grim had not been reviewed by the Planning Commission. Council member Bledsoe suggested that Council suspend the rules and take action to push this item back to the Planning Commission to review the new information to make sure that the decision is in the best interest of the citizens, and to then receive their recommendation for approval or denial.

Council member Grim stated she would support the request and did not vote to move this forward with approval based on the information received from the businesses. Council member Grim agreed with Council member Bledsoe to suspend the rules and vote to send this item back to the Planning Commission for another review.

Council member McCollum stated that if it does go back to the Planning Commission that he would like for them to address the question about the turning radius of the trucks when there are vehicles on the road.

Vice Mayor Jimmerson asked the applicant if they have funding or plans to do anything besides the kiosk for the passenger pickup, and if they are looking to see if they can relocate and drive the buses differently. Mr. Zicht stated that VRT owns the site which is what he is addressing, and that the advantage of the site is that it needs little public improvement as compared to other sites, and restated that this is a temporary location.

Council member Grim asked the applicant if they have presented to Loudoun Transportation to use Bailey Lane. Mr. Zicht stated with VRT they looked at this and that there are other tenants in the building on Bailey which is a separate property, insurance and other considerations making it a more difficult location.

Council member Bledsoe made a motion that Town Council suspend the rules to allow action on SUP16-02 the same night as the public hearing. The motion was seconded by Council member Grim.

Motion:	Council member Bledsoe
Second:	Council member Grim
Carried:	7-0

Cool -	Aye
Bledsoe-	Aye
Ogelman -	Aye
McCollum -	Aye
Grim -	Aye
Jimmerson -	Aye
Mayor -	Aye

Council member Bledsoe made a motion that the Town Council send this information and material to include the new material presented today back to the Planning Commission for reconsideration in total and to come back to the Town Council with recommendations as well as mitigation for the concerns expressed at this meeting. The motion was seconded by Council member Cool.

Motion:	Council member Bledsoe
Second:	Council member Cool
Carried:	7-0

McCollum -	Aye
Grim-	Aye
Jimmerson -	Aye
Cool -	Aye
Bledsoe -	Aye
Ogelman -	Aye
Mayor -	Aye

With no further comments, Mayor Fraser closed the Public Hearing at 7:55 PM.

### **PRESENTATIONS:**

None

### **CITIZEN AND BUSINESS COMMENTS:**

Mayor Fraser granted speakers three minutes. The following citizens/business owners came forward to provide comments regarding the Town Manager position:

Chris Stevenson, 240 E. Loudoun Valley Dr.  
John Chapman, business owner at 151 Hatcher Ave.  
Magic Kayhan, Total Fitness Outlet, 871 E. Main St.  
Bill Murphy, Valley Energy, 115 E. Main St.  
Steve Coakley, 531 Gentlewood Sq.  
Steve Jacobus, Loudoun Valley Floors, 129C Bailey Ln.  
Michael Oaks, 114 E. D St./Re-Love It, 138 N. 21<sup>st</sup> St.  
Jeff Browning, Browning Equipment, 800 E. Main St.  
Eric Zimmerman, 241 W. Main St.  
William Hicks, 144 Upper Heyford

Beverly Chiasson, 110 N. 28<sup>th</sup> Street  
Sandy Nave, 728 Sturbridge Ct.  
John Nave, 728 Sturbridge Ct.  
Casey Chapman, 601 W. Main St./CaseCo LLC, 151 N. Hatcher Ave.  
Joan Lehr, 824 Woodbine Ct./Purcellville Copy 198 N. 21<sup>st</sup> St.  
Tim Doozan, business owner located at 140 N. Hatcher Ave. and President of the  
Purcellville Business Association  
Marty Kloeden, 19858 Telegraphy Springs Rd.  
Steve Varnecky, 37489 Chappelle Hill Rd.  
Mark Nelis – signed up to speak but was not present

An audio recording of all of the comments can be found on the Town's website.

Peter VanDyke, 37792 Remington Dr., came forward and thanked staff for their efforts in repairing his mailbox from the snowplow incident. Mr. VanDyke requested that the 25 mph speed limit that is just inside Town to the west for it to be moved up to Harris Teeter so the traffic can be slowed down. Mr. VanDyke referenced the light on Rt. 287 and the light by Harris Teeter that are desynchronized which causes issues, and asked for assistance with making the Town safer.

#### **MAYOR AND COUNCIL COMMENTS:**

Council member McCollum had no comments at the time.

Council member Cool stated that Hibah Salah, Events Specialist, met with several businesses in the breezeway that will have their first movie night this Friday. Council member Cool thanked Danny Davis and Kathy Elgin for working the procurement side of receiving questions from parties interested in the RFI for Fireman's Field, and added they reviewed the questions which Ms. Elgin would be compiling. Council member Cool stated a couple of interested parties have requested a tour and hopes to have the answers out in a week or so and schedule the tours.

Council member Bledsoe thanked the audience and members of the community for speaking on the topics, and that he agrees with many of them and restated that he is sad to see Rob go. Council member Bledsoe announced the PBA mixer at 5:30 PM at Purcellville Copy.

Council member Ogelman thanked everyone for being civic and participating. Council member Ogelman asked Dan Galindo to summarize the recent Board of Architectural Review Meeting. Dan Galindo stated the BAR had two applications before them at their last meeting – the enclosure of Anthony's front entrance and the addition of a small, private dining room. The second application was for a new building for Valley Self Storage on Richardson Lane.

Council member Grim stated that as she listens to accusations, she will not violate the closed session and employment exemptions that exist as it clearly states that Mr. Lohr gave his intention to retire for private and personal reasons. Council member Grim stated she has taken a lot of accusations that were completely untrue, and wished Rob Lohr well. Council member

Grim added that she has made it clear that he has things he is headed for, and that it will be a big hole and he will be missed. Council member Grim stated that how they have been painted and determined to do what you need to do but would not violate the FOIA laws and would not violate his confidences that were held in the room. Council member Grim added that no one is supposed to repeat what happened in the room, and if some people repeat things that are not true then that is their issue. Council member Grim stated the 21<sup>st</sup> was a good day when the first monthly birthday party was held for employees at Town Hall, and added that Cpl. Costello is retiring.

Vice Mayor Jimmerson thanked everyone for coming and stated that it is interesting that last year during the May elections, 72% elected Mayor Fraser into office and the other candidates won the overwhelming majorities by the people who voted in Town. Vice Mayor Jimmerson noted that she heard someone say there was a black cloud on the Town and that after the election people breathed easier and felt that Council had them in their stead and feels they still do and that it is a misnomer. Vice Mayor Jimmerson stated she heard someone say that it was not Council that did those things, it was Rob, and feels that is a disservice to any Council and that she hears mixed messages – that the Town will fall apart and that he is indispensable. Vice Mayor Jimmerson agreed that he is great but have to understand that he has built a wonderful house and foundation and the staff in place are terrific, and that is a disservice to say that the world will fall apart without him because that says he does not have a good staff or foundation. Vice Mayor Jimmerson added that that is a testament to him. In reference to “take back our town”, Vice Mayor Jimmerson has said they (Council) haven’t been here very long and heard that over and over when she ran for office and stated that with all due respect, residency is not a credential for service in Town, and feels the heart of the matter is some of the old guard does not like the new guard and that everyone have different opinions, which is ok. Vice Mayor Jimmerson added that maybe it is the fighting of the people who are now the minority and no longer the majority. Vice Mayor Jimmerson added that everyone that came to speak received an email or a phone call and that the executive sessions held were privileged information and that someone either on the Council leaked it or spread it and got everyone in a tizzy, and no one on Council did that – did not call everyone that voted last year, supporters or donators or anyone and tell them to come – because that is not the way Council is. Vice Mayor Jimmerson stated that there is a Public Hearing on Wednesday, May 3<sup>rd</sup> at VDOT in Fairfax to give citizens the opportunity to provide input on projects to be included in the 2018-2023 six year improvement plan.

Mayor Fraser stated that Council has a challenge and that Mr. Lohr’s tireless service has been a benefit to the Town, and assured everyone that spoke that he has laid the foundation for which Council will build on and without him there would be no foundation. Mayor Fraser added that the citizens hold Council accountable and that every two years there is an election, and that he has heard all of the comments and believes that what Mr. Lohr has put into place, the process, mechanisms and staff, that Council can build from that and take Purcellville to higher heights. Mayor Fraser thanked Rob Lohr for his years of service and that a good deal was negotiated treating him fairly for his quarter century in the Town of Purcellville. Mayor Fraser added that he cannot divulge what was said in the executive session but believes some members have, and believes the settlement that Council came to with Mr. Lohr was equitable and fair. Mayor Fraser added that for the people that believe that Purcellville has nowhere to go but down,

stated he would prove everyone wrong, and will work with Council and staff to prove that the Town can go to higher heights. Mayor Fraser stated that the ribbon cutting for Southern States was held. Mayor Fraser stated he was pleased to visit Bristow, VA for the first time and visited with the Joe Gibbs organization, Youth for Tomorrow, who is looking for locations within Purcellville for a satellite office. Mayor Fraser thanked everyone for their comments and that they are here to listen to the citizens, and restated his commitment to not let Purcellville fall but to let it rise.

**DISCUSSION/INFORMATIONAL ITEMS:**

**a. Public Safety Reports**

**i. Purcellville Volunteer Rescue Squad**

No report.

**ii. Purcellville Volunteer Fire Company**

No report.

**iii. Purcellville Police Citizens Support Team**

No verbal report.

**iv. Purcellville Police Department**

Chief McAlister stated that the report provided is a newer version and summarized the layout of the report.

Council member Grim referenced officer initiated calls and asked if the definition is that an officer initiates to check a business or to drive through a community. Chief McAlister stated that officer initiated activity is any time an officer proactively engages with a business, citizen, etc.

**b. Public Works Monthly Operations Report**

Alex Vanegas introduced the monthly report.

Council member Cool referenced the Public Works area and noted he sent Mr. Vanegas and Mr. Lohr a message that he may visit Emerick Elementary on May 4<sup>th</sup> to talk about Purcellville water and invited another Council member to attend.

**c. Economic Development Update**

Patrick Sullivan referenced the report provided and referenced the commercial vacancy report for the second quarter.

Council member Grim referenced the site plan that was reviewed during the public hearing about a 27,000 sq. ft. business planning to be built at Hirst and Browning Court and asked if the application had been received. Patrick Sullivan stated that the application had been sitting for many years and that the site plan was approved several years ago and then the legislature extended the time for permits to 2017 which has now been extended through 2020 possibly. Council member Grim asked if it seems that their plans are to breakdown in the current year. Patrick Sullivan stated he feels that they will.

**d. Human Resources Update**

Danny Davis referenced the report located in the supplemental packet and noted that the Parks and Recreation Division Manager position is being filled by Amie Ware. Mr. Davis added that there are five open positions with the Assistant Director of Public Works position in process.

Council had no questions.

**e. SUP16-02 Blue Ridge Veterinary Associates Kennel – Notice of Application**

Daniel Galindo stated that this item is informational to inform Council and the public that the Town has accepted a new special use permit application and referenced the details provided in the staff report and that additional information can be found on the website.

Council had no questions.

**f. Consolidation of Tax Billing and Collection with Loudoun County Treasurer's Office – Additional Information**

Danny Davis noted that this item had been previously discussed which would allow the County government to bill and collect taxes. Mr. Davis referenced the material provided in the attachments and noted that staff believes the time savings would be greater than the cost that the Town would be remitting to the County for the effort.

Council member Bledsoe referenced page 55 and page 59 from the last meeting and noted the annual cost of over \$20k and asked if the difference is coming from the staff time savings. Danny Davis confirmed and added that in the initial report last month that no value was estimated. Council member Bledsoe referenced under potential savings and the line for staff time, the note includes efficiencies gained through Munis starting in 2020 and asked if the years prior to 2020 do not include any gained efficiencies and directly attributed to a joint program with Loudoun County. Danny Davis stated that as staff continues to work through the Munis program over the years that it will take time to understand it and to find its efficiencies but in looking at 2020 and beyond knows that there will be staff and time savings efficiencies. Council member Bledsoe asked the two could be separated to show any savings that could be allocated to the Munis program versus the Loudoun County program in order to understand what the savings are.

Council member Grim talked about next steps being continued communications with surrounding Towns that have shown interest and expressed concerns for the current walk in location as the Town has many seniors. Council member Grim asked if making the transition would allow citizens to be able to see Town taxes online. Danny Davis confirmed that Town taxes would be visible in the County system. Council member Grim talked about the payment dates and matching the County dates and feels there is merit to this.

Council member Ogelman talked about the efficiency gain and cost between \$9,000 and \$13,000 per year. Danny Davis stated he feels that those are the dollar amount that would be saved from mailings, printing costs and other fees and that there will be additional savings of staff time as well. Council member Ogelman talked about the current conveniences for citizens to be able to pay at Town Hall and talk with staff and feels the accountability service would get lost potentially. Danny Davis added that there would be a loss of the direct contact if the Town is not in the process. Council member Ogelman stated he would like to use Polco to frame a question to figure out the per capita cost that is believed to be saved, and ask citizens if they would be willing to pay that price for the service of having the convenience or if they would rather forego the money to have the efficiency.

Council member Cool added that his main concern is that the Town's collection rate is very high and does not know what the County's policy is for going after and collecting on delinquent accounts. Danny Davis stated that staff does dedicate a lot of time on processing and in collections.

Vice Mayor Jimmerson asked what would preclude the Town for taking back some of those and pursuing them to get collections and asked if by handing this process over to the County if the Town gives up all collections activities. Danny Davis stated he feels that state code may only allow you to pursue collections if you have billed. Liz Krens stated that in discussions with the County Treasurer, while he was handling collections that only he and his staff could have conversations with the customers, which is typical with most collection agreements. Ms. Krens added that at whatever point the Treasurer determines the accounts to be uncollectable, he may offer to pass those back to the Town. Vice Mayor Jimmerson stated she feels that the customer service is an integral part of Purcellville.

Council member Cool noted he does not hear positive statements from staff and that he likes efficiencies.

Mayor Fraser asked when a decision would need made. Danny Davis stated that the County would like to know shortly but can let them know that Council is still discussing the item. Danny Davis mentioned creating a Polco question for Council to review and that he can check in with Leesburg to see if they are moving forward. Mr. Davis added that the Purcellville likely would not move forward if Leesburg does not since they would be covering the majority of upfront costs and it would not be worth the Town's effort to do it alone.

Mayor Fraser asked how long they would hold the Town's revenue for. Danny Davis stated that they said they would remit it to the Town monthly.

Council member McCollum asked if any Towns have decided to opt out. Danny Davis stated that he believes Hamilton is not moving forward and that Round Hill and Lovettsville are interested as well as Middleburg.

Rob Lohr talked about the customer service factor and feels that is the big issue.

Danny Davis suggested adding the item to the May 23<sup>rd</sup> meeting agenda, and would let the County know that the Town is still considering this item and will find out what the final notice date would be.

**g. Outdoor Storage and Required Screening**

Patrick Sullivan stated he has received complaints about outdoor storage and was asked to look into it. After looking at areas around Town, Mr. Sullivan stated he found about fifty businesses in Town that utilize outdoor storage. Mr. Sullivan added that he also found two types of violations associated with outdoor storage – one being not getting a zoning permit which is required and the second is the required screening. Mr. Sullivan stated that not all outdoor storage should be screened and that shipping containers and storage sheds are also issues. Patrick Sullivan added that while the issues are addressed, staff considers unintended consequences to include chain link fences for screening as the ordinance does not state otherwise. Mr. Sullivan added that if staff was going to send out violation notices that Council would need to be ok with chain link fences going up around Town.

Mayor Fraser asked if there is any distinction in the ordinance between if a business has outdoor storage/holding to sell a product versus a business putting storage outside because it does not fit inside. Sally Hankins stated she had not looked into this question prior to this evening and stated that the definition of outdoor storage in the zoning ordinance does not distinguish between items that are outside because they are for sale and items that are outside because they are being stored for the purposes of the owner of the property. Ms. Hankins stated that the ordinance states that where materials and supplies are stored outside for more than 24 hours.

Council member Ogelman stated he views this issue as whether this is flexible or not and to try to find the balance, and agrees that the definition referencing 24 hours is not going to accommodate what the citizens and businesses need and want with respect to reconciling aesthetic with functionality. Council member Ogelman that he feels that having specific language in the zoning ordinance provides protection and that the definitions should be tighter.

Vice Mayor Jimmerson stated she reviewed other jurisdictions and the various types of retail and the distinction between the two. Patrick Sullivan stated that in the C-4 district outdoor storage is restricted to be within a closed building.

Council member Ogelman added that he feels the definitions need adjusted to reflect what people are looking for.

Council member Bledsoe stated that in the interest of efficiency, asked if a resolution is needed directing the Planning Commission to undertake a study on what needs to change in the ordinance to be able to accommodate both supported uses. Patrick Sullivan agreed with this and requested that staff create a resolution to support this.

Dan Galindo stated that the Planning Commission currently has eight items on their list and asked for guidance on where to place this item as well as a timeline. Council member Bledsoe added that he feels the most practical way to address the issue is to have the Planning Commission in charge of the item.

Mayor Fraser asked if the items are currently not enforceable. Patrick Sullivan stated he feels given the ordinance as written, that the Town needs to be fair and consistent.

Council member Grim stated the Planning Commission does have a lot of tasks however suggested breaking the Commission down into teams of two to focus on different items. Council member Grim added she does not feel it is defined well but can be, and feels that each district should be looked at individually instead of as a whole. Council member Grim added that it seems as though the accessory use issue has fallen by the wayside and that each area needs dealt with fairly. Council member Grim suggested a request from the Town Council that the Planning Commission add this to their agenda, and that she will go back to the Planning Commission because she sees opportunities that are being lost in between the items that could be addressed by small teams. Council member Grim referenced the civil penalty issue and if this item would need done prior so there is not a question as to whether sea containers are or are not allowed. Patrick Sullivan stated that several years ago they were going to go together.

Mayor Fraser advised to add this to the Planning Commission's agenda to be prioritized and then report back to Council. Patrick Sullivan invited Vice Mayor Jimmerson the opportunity to discuss this with him to find ways that would be helpful.

#### **h. Tourism Grant Opportunities**

Danny Davis stated the County was informed that the Loudoun County Government was opening up a grant process where they would receive applications for tourism grant allocations. Mr. Davis added that they anticipate granting approximately \$200,000 worth of grants towards companies, entities, non-profits or local governments that have programs that will draw tourists into the locality and overall, the County. Mr. Davis stated he received feedback from the EDAC as well as the Chair of the PAC to see how this may help efforts at the Train Station to possibly reengage the activities by opening up as a weekend visitor center, adding equipment and other opportunities. Mr. Davis added that the proposal is to apply for up to \$10,000 which does not require a match, and stated that there is funding in the proposed FY 2018 budget for some activities.

Council member Ogelman stated the Town is thinking about proposing \$10,000 matching and already has \$10,000. Danny Davis restated that no match is required.

Council member McCollum asked if chances of getting funding would be enhanced if there is a commitment to match. Danny Davis stated he does not feel in this particular process that it would benefit to show a match but that he can state what is in the proposed budget.

Council member Grim stated she reviewed the application but sees an issue with a plan and talked about unmanned kiosks near the Train Station and other locations, and did not see results to the businesses with the \$3,000 paid to Visit Loudoun with having the Train Station open.

Council member Bledsoe made a motion that the Town Council endorse the grant application for up to \$10,000 from the Loudoun County Tourism Grant that would fund visitor activities, electronic equipment and displays, support of historical and artisan displays and exhibits, and potential pop-up shop activities at the Train Station and elsewhere in Town. I move that Town Council direct staff to apply for this grant by the deadline of April 28, 2017. The motion was seconded by Council member McCollum.

Motion:	Council member Bledsoe
Second:	Council member McCollum
Carried:	7-0

McCollum -	Aye
Grim-	Aye
Jimmerson -	Aye
Cool -	Aye
Bledsoe -	Aye
Ogelman -	Aye
Mayor -	Aye

#### **i. Update on Pullen House Options**

Council member Cool referenced the list of options provided in the staff report. Council member Cool added that the second option was not previously presented and that the PRAB has ideas and that he has requested a plan from the PRAB which has not yet been received.

Council member Grim asked if the historic value of the property has been determined. Council member Cool stated that it has no historical significance. Rob Lohr added that that information had been added on the first page of the attachment. Mr. Lohr added that there has been a lot of interest in including this with the Fireman's Field RFI and that it could also be listed with a minimum reserve bid for surplus disposal.

Council member Ogelman stated that this item has been discussed and the PRAB has had opportunities to provide input and feels there should be a deadline where the item is moved to action and asked how to implement that. Council member Cool stated he feels that the ideas from the RFI are needed and then a deadline would need applied to the PRAB for their submission and proposed six months and possibly a sealed bid option.

Mayor Fraser asked when the RFI would be completed. Council member Cool stated that RFI responses are due May 19<sup>th</sup>. Mayor Fraser suggested moving to other options on May 31<sup>st</sup> if the RFI does not present likeable options.

### **ACTION ITEMS:**

#### **a. N. 21<sup>st</sup> Street Parking Options**

Chief McAlister stated that Mr. Dufek has been working on this project in response to complaints relating to vehicles parking longer than the allotted two hour time limit. Chief McAlister added that a lot of the spaces are being taken by business owners and employees, and that in talking with the businesses noted that there is no long term parking provided. Chief McAlister stated that they would like to take the lot that is next to Catoctin Creek Distillery and make it a “no overnight parking” lot so that the employees have a place to park longer than two hours.

Mayor Fraser asked how this proposal was received by the business community. Chief McAlister stated that Mr. Dufek spoke with all of the businesses with Mr. Oaks’ assistance and that most of them feel that this would be a viable solution. Chief McAlister added that Mr. Oaks suggested a sign that read “customer parking only” however feels this would be difficult to enforce as staff would not know the difference between customers and employees.

Council member McCollum referenced the parking signs on Bailey Lane referencing “no overnight parking” and “no parking from 9-6” and asked if it would be better for enforcement to have specific hours for no parking. Chief McAlister stated they could include times but do not want to exclude residents above the buildings from parking.

Council member Grim referenced the details in the motion and feels it is a good start to something that has been unidentified with employees using customer spaces. Council member Grim referenced the overgrown, empty spaces behind buildings as a possibility in the future for additional employee parking.

Vice Mayor Jimmerson stated that for customer parking if the sign says “two hour customer parking” that employees of the businesses may park in a different location.

Council member Cool made a motion that Town Council approve the change in signage for the parking lot located adjacent to the Catoctin Creek Distillery (120 West Main Street) from “2 Hour Limit” to “No Overnight Parking”. I further move that disabled permit parking signage be posted appropriately to meet the code requirements of section 36-99.11 (Identification of disabled parking spaces by above grade signage). The motion was seconded by Council member Bledsoe.

Council member Grim requested a friendly amendment that would allow for “customer parking” being placed on all signage, as possible. Council member Grim added that she feels that it would be positive to the business owners. Mayor Fraser asked Sally Hankins if there would be an issue with customer parking. Ms. Hankins stated she is currently not aware of any

issues. Council member Bledsoe stated he understands that the intention was that by changing the Miller Lot to no overnight parking and removing the two hour limit for the purpose of allowing employees to park for an extended period of time which would free up parking on 21<sup>st</sup> Street and the corner lot at 21<sup>st</sup> and 23<sup>rd</sup>. Chief McAlister confirmed. Council member Cool requested a summary of the friendly amendment. Council member Grim stated that it would allow the words “customer parking with a 2 hour limit” on 21<sup>st</sup> Street be placed on all signs, as possible. Council member Cool accepted the friendly amendment.

Motion: Council member Cool  
Second: Council member Bledsoe  
Carried: 7-0

McCollum - Aye  
Grim- Aye  
Jimmerson - Aye  
Cool - Aye  
Bledsoe - Aye  
Ogelman - Aye  
Mayor - Aye

**b. Conduit in Public Works Projects/Update on Telecommunications Connectivity and Capabilities**

Danny Davis stated that at the March 14<sup>th</sup> Council meeting, Council member Ogelman requested that staff look into placing conduit and/or fiber with Public Works projects in Town. Mr. Davis noted the challenges, particularly placing conduit too close to water and sewer lines because of digging requirements. Mr. Davis added that where dry utilities are may be an option. Mr. Davis stated that the recommendation from an internal group was that when looking at broadband there should be a plan in place whether to look for fiber as a sole option, 5G wireless, etc. and that the Town would be investing in an infrastructure and preparing for the future. Mr. Davis talked about Vice Mayor Jimmerson and Council member Ogelman’s efforts on this project and recommended that they form a working group with staff and community experts to talk about this item and prepare a plan.

Council member Ogelman stated he feels this is a good time to move in that direction and to work with staff and asked about bandwidth. Danny Davis noted that Shannon Bohince, Director of IT, would be part of the working group with support from other departments as needed.

Council member Grim suggested that the group reach out to the community to those that have background about this but also to Loudoun County and different groups for resources. Danny Davis talked about connections with the County and other providers.

Mayor Fraser summarized that the once the group is formed, if there is a Public Works project between now and November, asked if that project would be considered. Danny Davis stated the goal is to look at every project for options to place conduit.

Council member Ogelman made a motion that the Town Council approve the creation of a Broadband Communications Working Group to investigate policies related to the laying of conduit for fiber networks in Public Works projects and in the Town's development policies and regulations. I further move that this group report back to Town Council in November with results of its activities to date. The motion was seconded by Council member Grim.

Vice Mayor Jimmerson requested a friendly amendment to add after "networks in Public works" to add "to include current and future projects". The amendment was accepted by Council member Ogelman.

Motion: Council member Ogelman  
Second: Council member Grim  
Carried: 7-0

McCollum - Aye  
Grim - Aye  
Jimmerson - Aye  
Cool - Aye  
Bledsoe - Aye  
Ogelman - Aye  
Mayor - Aye

**c. Healthcare Benefits Program for FY18 for Employees and Retirees**

Danny Davis noted that this item was brought up at the last budget meeting and after communicating with benefits company, learned they need a response from the Town before May 1<sup>st</sup>. Mr. Davis provided background information about the current program, and stated that staff recommends keeping the current plan and cost sharing breakdown and that benefits are an important draw for employment.

Vice Mayor Jimmerson made a motion that the Town Council endorse the Town of Purcellville's continued participation in the Key Advantage 250 Plan offered by The Local Choice Health Benefits Program. I further move that the Town Council continue the current cost-share of 85% paid by the Town and 15% paid by the employee. The motion was seconded by Council member Ogelman.

Motion: Vice Mayor Jimmerson  
Second: Council member Ogelman  
Carried: 7-0

Cool - Aye  
Bledsoe - Aye  
Ogelman - Aye  
McCollum - Aye  
Grim - Aye  
Jimmerson - Aye

Mayor - Aye

**d. Retirement Agreement Between Robert W. Lohr, Jr. and the Town of Purcellville**

Council member Cool made a motion that the Town Council approve the attached retirement agreement between Robert W. Lohr, Jr. and the Town of Purcellville which includes provisions that Mr. Lohr identified the Mayor and Town of his intent to retire effective July 1, 2017, and the Town has agreed to accept his retirement and agreement to increase Mr. Lohr's salary to \$144,935 effective immediately upon approval of the agreement and an agreement to credit Mr. Lohr for twenty-five years of service for the purpose of health insurance following retirement. I further move that the Town Council authorize and direct the Mayor to sign the agreement on behalf of Town Council. The motion was seconded by Council member Ogelman.

Council member McCollum stated he does not support the process for the decision that brought them here this evening, and accordingly, noted he would be abstaining and thereby the Town Council members that brought this about can go on record supporting their decision.

Council member Bledsoe stated he would also abstain as he does not support the process by which this position was attained, however does support the decision by Mr. Lohr and his reasons.

Council member Grim stated that she does not support the way that this has come about and has supported Mr. Lohr's request to retire and to do it in an honorable way, which was his request, which may be violating the closed session rules, however that was his request which was honored. Council member Grim added that the demands and requirements that he set forth were all agreed to and more, and that is honorable and appropriate and all of the other things that have been said, accused and determined are nothing more than political grand standing, which is a shame for the Town. Council member Grim added that this damages Mr. Lohr's reputation which is not right and that he does not deserve how this has been taken down and feels it is wrong.

Mayor Fraser stated he cannot divulge what was said in closed session and stated that this is a decision that Council came to with Mr. Lohr and his decision was to move forward with this and accept it. Mayor Fraser stated he can guarantee to the Town of Purcellville is that Mr. Lohr was granted an opportunity and every Council member was granted an opportunity by the process to look at ways to cure whatever the issue was and decided to move forward with this which Mr. Lohr accepted.

Motion: Council member Cool  
Second: Council member Ogelman  
Carried: 5-0-2 Abstain

McCollum - Abstain  
Grim - Aye

Jimmerson - Aye  
Bledsoe - Abstain  
Ogelman - Aye  
Mayor - Aye  
Cool - Aye

**DISCUSSION OF ITEMS PROPOSED FOR FUTURE PRESENTATIONS/  
RECOGNITION:**

- a. **LVHS State Champion – Sean Conway, Swimming**
- b. **LVHS State Champion – Colton Bogucki, Track**
- c. **LVHS State Champion – Ryan Hammer, Golf**

Council approved the requests.

**APPROVAL OF MINUTES**

- a. **March 30, 2017 Town Council Special Meeting/Budget Work Session**
- b. **April 4, 2017 Town Council Special Meeting/Budget Work Session**
- c. **April 11, 2017 Town Council Regular Meeting**
- d. **April 18, 2017 Town Council Special Meeting**

Council member Bledsoe made a motion to approve the minutes of the March 30, 2017 Town Council Special Meeting/Budget Work Session, the April 4, 2017 Town Council Special Meeting/Budget Work Session, the April 11, 2017 Town Council Regular Meeting and the April 18, 2017 Town Council Special Meeting and waive reading. The motion was seconded by Council member McCollum and carried. Council member Cool abstained from the April 11<sup>th</sup> approval since he was absent.

**ADJOURNMENT**

With no further business, Vice Mayor Jimmerson made a motion to adjourn the meeting at 10:43 PM. The motion was seconded by Council member Ogelman and carried unanimously.

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Kwasi A. Fraser, Mayor

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Diana Hays, Clerk of Council



**STAFF REPORT**  
**ACTION ITEM**

Item #16

**SUBJECT:** Closed Meeting

**DATE OF MEETING:** May 9, 2017

**STAFF CONTACTS:** Diana Hays, Town Clerk/Project Manager

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**SUMMARY and RECOMMENDATIONS:**

Attached are the motions, resolution and information pertaining to the closed meeting.

**ATTACHMENT(S):**

1. Closed Meeting Motions
2. Resolution 17-05-01
3. Letter and Resume - Danny Davis
4. Letter and Resume - Alex Vanegas

**MOTION TO RECESS THE REGULAR MEETING AND CONVENE A CLOSED MEETING**

“As authorized under Section 2.2-3711(A)(1) of the Code of Virginia, I move that the Purcellville Town Council convene in a closed meeting to discuss, consider and interview prospective candidates for employment, specifically for the position of Interim Town Manager. The presence of the following individuals is requested to attend the closed meeting:

- 1) All Town Council members
- 2) Danny Davis, Assistant Town Manager
- 3) Alex Vanegas, Director of Public Works

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**MOTION BY TOWN COUNCIL TO ADJOURN THE CLOSED MEETING AND RECONVENE THE REGULAR MEETING**

“I move that the Town Council reconvene in an open meeting and that the minutes reflect no formal action was taken in the closed meeting.”

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**MOTION THAT THE RESOLUTION CERTIFYING THE CLOSED MEETING BE ADOPTED AND REFLECTED IN THE MINUTES OF THE PUBLIC MEETING**

“I move that the Purcellville Town Council adopt Resolution 17-05-01 certifying the closed meeting of May 9, 2017.”

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Mayor  
Kwasi A. Fraser

Council  
Chris Bledsoe  
Ryan J. Cool  
Kelli Grim  
Karen Jimmerson  
Douglass J. McCollum  
Nedim Ogelman



Town Manager  
Robert W. Lohr, Jr.  
Assistant Town Manager  
Daniel C. Davis  
  
221 S. Nursery Avenue  
Purcellville, VA 20132  
(540) 338-7421  
Fax: (540) 338-6205  
www.purcellvilleva.gov

**TOWN OF PURCELLVILLE  
IN  
LOUDOUN COUNTY, VIRGINIA**

**RESOLUTION NO. 17-05-01**

**PRESENTED: MAY 9, 2017**  
**ADOPTED: \_\_\_\_\_**

**A RESOLUTION: CERTIFYING THE CLOSED MEETING ON  
MAY 9, 2017**

**WHEREAS,** the Town Council of the Town of Purcellville, Virginia, has this day convened a closed meeting in accordance with an affirmative recorded vote of the Purcellville Town Council and in accordance with the Virginia Freedom of Information Act.

**NOW, THEREFORE, BE IT RESOLVED** that the Purcellville Town Council does hereby certify that to the best of each member's knowledge, i.) only public business matters lawfully exempted from open meeting requirements under the Freedom of Information Act were discussed in the closed meeting to which this certification applies; and ii.) only such public business matters as were identified in the motion by which the said closed meeting was convened were heard, discussed or considered by the Purcellville Town Council.

**PASSED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2017.**

\_\_\_\_\_  
Kwasi A. Fraser, Mayor  
Town of Purcellville

**ATTEST:**

\_\_\_\_\_  
Diana Hays, Town Clerk

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**Daniel C. Davis**

[redacted for  
public file]

703-727-2684 (c)  
dcdavis@mac.com

April 24, 2017

Mayor Fraser and Council Members:

Thank you for the opportunity to express my interest and submit my resume for the position of Interim Town Manager for Purcellville. In my 19 months with the Town of Purcellville, I have been given the opportunity to use my innovation, creativity, and management skills in a variety of functional areas. I have proven my capability in making strategic recommendations and accomplishing the goals of Council. Most importantly, I believe I bring the knowledge, experience, and leadership to serve the Town Council in this time of transition.

Change can be a challenge for any organization. For Purcellville in particular, this means a change in leadership from a well-respected and appreciated manager of over 24 years. Ensuring stability and continuity among the staff will be the difficult task facing the Interim Town Manager and the future Town Manager. Through my position as Assistant Town Manager, I have demonstrated the capability to lead the organization and make operational decisions on a daily basis. During my tenure, I have gained the trust and respect of staff, and they look to me for insight and guidance on a daily basis. Further, I have shown my ability to step back from regular tasks and look strategically at problems in order to find creative solutions. As examples, over the past six months I have been the key management team member involved in developing the budget, coordinating the five-year CIP, and crafting creative scenarios for the Town's debt challenges in response to Council's direction.

Town staff are committed and dedicated professionals who want to serve the community and help Council accomplish its strategic initiatives. Although we are facing change, we also know that daily work continues and we must progress as an organization. I bring optimism and dedication each and every day in support of these goals.

In my time with Purcellville, as well as in my nearly twelve years with Loudoun County, I have proven my ability to build strong, trusting relationships with my colleagues and employees. My personal operating philosophy is four-fold: act with honesty and integrity in all situations; treat others with respect and care; build relationships to serve others; and do my best in every endeavor, no matter how big or small. In these ways, I lead by example and give my very best to serve the public and Council with complete dedication.

If given the opportunity as Interim Town Manager, I would bring a seamless transition in daily operations, ongoing budget decisions, innovative solutions, and long-term strategic initiatives. I am confident in my ability to lead the organization, and I would be honored to have the opportunity to speak with you about my experience, qualifications, and interest in this position.

Sincerely,



Daniel C. Davis

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# DANIEL C. DAVIS

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[redacted for  
public file]

(703) 727-2684 (c)  
dcdavis@mac.com

## *Integrity. Leadership. Dedication.*

### Objective

To apply town and county management experience, strategic leadership skills, and innovative approach as Interim Town Manager for Purcellville, Virginia.

### Summary of Qualifications

- More than thirteen years of executive level experience in local government, with demonstrated success in developing creative solutions for challenging issues.
- Proven leadership skills, resulting in a positive working environment for all members of the team and leading to success in a highly demanding setting.
- Strategic visioning and team building for elected officials and staff, creating a path for achieving goals and activities.
- Highly effective communications skills in written reports, daily communication, and verbal interactions.
- Broad understanding of political realities and differences among various stakeholders, and ability to work collegially with parties on all sides of a topic to achieve stated goals.

### Experience

#### Assistant Town Manager

Town of Purcellville, VA (population est. 9,100)

*September 2015-Present*

Provides management and leadership to all aspects of Town operations, with specific responsibility for Police Department, Human Resources, Information Technology, Parks/Recreation, and Administration/Clerk. Responsible for development of \$20 million budget and making strategic decisions about what programs and funding to recommend to the Town Council, including direct knowledge of all construction projects in the 5-year Capital Improvement Program. Employs strategic insight and financial acumen to analyze Town's long-term financial stability and recommend approaches to achieve certain goals.

Serves as key liaison on Economic Development Advisory Committee, including activities related to business recruitment and retention, process improvement, brand development, tourism attraction, and community partnerships. Responsible for representing the Town on a variety of policy boards, Countywide activities, and inter-governmental groups for coordination of joint efforts.

Coordinates and assists in strategic re-organization of departments as a result of growth and work demands, including IT, Finance, Public Works, and Police Department. Integrates leadership development into bi-weekly Department Head meetings and coordinates Management Team retreats focused on leadership skills. Chairs the Employee Policy and Innovation Committee (EPIC) comprised of "second-level" managers, focused on innovative solutions to ongoing operational needs and reaching employees for policy changes.

Responsible for all Public Information and Communication from the Town, including News Releases, Town Newsletter, implementation of new website, social media, citizen engagement, and OpenGov Financial Transparency Platform. Serves as Emergency Operations Coordinator during emergency situations.

Co-Project Manager and Executive Sponsor of Tyler MUNIS financial software implementation. Involved in weekly decisions and regular training, keeps high-level focus during ongoing implementation, and maintains budget of project to ensure on-time and under-cost.

Involved in daily operational decisions and strategy to strengthen Town's operations, including review of departmental activities, navigating difficult legal situations, and recommending creative opportunities for cost and time savings.

Serves in capacity of Town Manager in his absence.

#### Chief of Staff / Assistant to the County Administrator

Office of the County Administrator, Loudoun County, VA (population est. 350,000)

*May 2010-September 2015*

As Chief of Staff, served as a key liaison between the Board of Supervisors and the County organization, focusing on policy issues. Provided oversight of the Clerk functions, including all Board meeting packets, action summaries, minutes, and FOIA. Responsibilities included strategic planning for Board and County organization, as well as team building and leadership development for the Leadership Team (consisting of all Department Directors). Acted as operational Department Director for Office of the County Administrator. Oversaw budgets for the County Administrator's Office, Corporate Board, and individual Board Offices, totaling \$5.8 million.

Assisted the County Administrator in various projects to ensure follow-up and completion, including internal and external assignments. Supported the County Administrator through short- and long-term operational, procedural, and service provision planning for the County government, including review of organizational structure and budgetary planning for future fiscal years. Demonstrated extensive knowledge of broad range of issues and ability to make strategic recommendations on experience and best practices.

Responsible for the Board's legislative activities on the federal and state level, working closely with contracted lobbyists to develop and promote the Board's adopted legislative program.

Acted as a key participant in development of annual budget, totaling \$2.2 billion. Served as key interface between Board of Supervisors and County staff during budget review and work session process, working closely with the Chairman. Understands political and operational implications of various review scenarios and decision points.

#### **Overview of Accomplishments:**

- Assisted the County Administrator in the policy review and discussions related to Loudoun County's decision to remain in or "opt out" of the Dulles Metrorail Phase 2 Project.
- Successfully drafted and negotiated approval of a new 5-year Memorandum of Understanding between Loudoun County and Visit Loudoun
- Served as County Administration liaison in discussions with the Town of Leesburg and George Mason University for development of Mason Enterprise Center in downtown Leesburg, VA.

- Represented the County in coordinating with the Trump Organization in regards to its purchase of and site work at Trump National Golf Club in Potomac Falls, VA.
- Supported County Administrator in employee relations and outreach programs, including direct representation to the Employee Advisory Committee. Carefully crafted messages to employees on behalf of County Administrator.

### Senior Project Manager

Office of the County Administrator, Loudoun County, VA

*May 2007-May 2010*

Senior project manager position was responsible for special projects relating to community development, including zoning, planning, transportation, and economic development. Served as the County Administration liaison to the Board of Supervisors' Economic Development Committee and Ad Hoc Committee on the Potomac-Sterling Community Outreach Project.

Assisted the County Administrator and Deputy County Administrator with development of Strategic Plan for the Board of Supervisors. Facilitated information from multiple departments on efforts to implement strategic goals identified by the Board. Coordinated the regular update of the plan. Presented plan and updates to Board of Supervisors on regular basis.

Served as liaison to Department of Economic Development (DED) on behalf of Deputy County Administrator, working on issues such as: DED budget; interaction and partnership with local tourism organization; Route 7 Retail Study; international efforts and contract; and DED business strategy. Developed and maintained strong working relationships with key public and private sector leaders in economic development activities, focusing on collaboration.

Served as the County's representative on the Loudoun Convention and Visitors Association Board of Directors. Also provided guidance on directed use of Restricted Transient Occupancy Tax (TOT) revenues to increase visitor awareness and spending.

### Legislative Assistant to Supervisor Lori Waters (Broad Run)

Loudoun County Board of Supervisors, VA

*January 2004-May 2007*

Political/Legislative Aide position included assisting in policy decisions, coordinating meetings, sending bi-weekly e-newsletters, and answering constituent e-mails and phone calls for an elected official in one of the fastest growing counties in the nation. Position often demanded instant response to various policy questions, requiring broad knowledge of diverse issues at all times. Through personal interactions with County staff and private sector, garnered respect of executive level leaders for abilities, knowledge of issues, writing skills, personal character, and constituent dedication.

Accomplishments include: Directly assisted in negotiating multi-million dollar transportation agreement with multiple private sector entities, which required confident application of writing and analytical skills; Provided research and analysis of current issues, including completing issues papers on last-minute deadlines for official position of elected official; Conducted detailed study of state laws, previous legislative actions, and current demographic information to provide briefing to elected official on numerous issues.

Built relationships with key businesses in district and throughout the County in support of Supervisor Waters' role as Chairman of Economic Development Committee.

**Training, Memberships, and Recognition**

- Senior Executive Institute at University of Virginia Weldon Cooper Center for Public Service; two-week intensive leadership development program for local government managers; July 2016
- Member, International City/County Management Association (ICMA)
- Member, Virginia Local Government Management Association (VLGMA)
- VLGMA Co-Chair, 2015 Winter Conference Planning Committee and April 2015 DAO Meeting
- Named one of Loudoun’s Rising Community Leaders in 1st Annual “30 Under 30” by *Loudoun Business*, 2009
- Completed Certified Planning Commissioners Program through PlanVirginia, 2008
- Attended ICMA Young Professionals Leadership Institute, April 2008

**Civic Engagement**

- President, Leadership Loudoun Board of Directors. Participant - Leadership Loudoun Class of 2014.
- Active at Reston Bible Church in Sunday School leadership role, ushering, small group leader, and AWANA volunteer with grade school children enhancing character development and life skills
- Organized Loudoun County employee giving campaign, resulting in 46% increase in year-over-year donations to charitable organizations
- Organized and promoted County organization’s participation in local food drive, raising over 3,000 pounds of donated food annually
- Former member, Patrick Henry College Alumni Board

**Higher Education**

George Mason University 2011-2013	<u>Master of Public Administration</u> Northern Virginia Public Service Fellows Cohort 8 John D.R. Cole Award for Outstanding MPA Graduate
Patrick Henry College 2000-2004	<u>B.A. in Government: Focus in Public Policy</u> Graduated <i>Summa cum Laude</i> with Highest Honors

**References**

Available upon request.

# Alexander I. Vanegas, CPM

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13384 Gandall Court, Manassas, Virginia 20112 | Phone: (703) 674-7847 | alex.vanegas.cpm@gmail.com

**April 28, 2017**

The Honorable Mayor and Town Council  
Mayor Fraser  
Vice Mayor Jimmerson  
Council member Bledsoe  
Council member Cool  
Council member Grim  
Council member McCollum  
Council member Ogleman

RE: Interim Town Manager Consideration

Dear Selection Committee,

I am pleased to provide my resume for consideration for the position of Interim Town Manager for the Town of Purcellville. For almost 12 years, I have had the distinct honor and privilege of serving this remarkable town in various capacities including direct oversight of the largest number of employees of any other staff member in the organization with the exception of the Town Manager. With the upcoming retirement of Mr. Robert W. Lohr, Jr. after a 24 year distinguished career working for the Town, finding a suitable leader to guide the organization through this period of transition will not be easy endeavor. The process will require an individual with a strong skill set and aptitude for administering change. I firmly believe that I possess the broad range of leadership, technical expertise and qualifications as well as institutional knowledge that is ideal for this position.

I am especially interested in this position because my unique educational and practical experience has prepared me with the specialized proficiency for handling the challenges that are associated with an evolving organization that is dealing with change as well as an emerging diverse community. I firmly believe that I have the necessary talent and competencies to provide an efficient transition of leadership while continuing to place focus on the implementation of the practical solutions to address the ever growing demands associated with local government. Equally important, I will provide sound fiscal management while including civic engagement into the planning and operational process to maintain the benefits of a small town that our residents collectively desire. As for my leadership qualifications and management experience, I provide the following background in local government both from an academic as well as hands on experience:

- Over 25 years of experience working as an advocate/facilitator/leader in the Region. Serving on committees and appointed boards through Fairfax & Prince William Counties, American Water


Works Association, City of Manassas, Northern Virginia Regional Task Forces, and sub-committees for the Washington Metropolitan Council of Governments.

- My acquired knowledge with local, state, and federal regulatory agencies and the extensive technical issues facing local government.
- Reviewing proposed local, state and federal legislation and regulations and reporting the potential impacts to my respective organizational governing body, committees and commissions.
- Extensive experience with improving & funding infrastructure while implementing relevant regulatory requirements without seeking financing for general fund projects.
- Developing innovative ways to reduce expenditures through collaboration of resources with our municipalities such as the Northern Virginia Regional Education consortium for Utility systems.
- Researching and preparing administrative, technical reports and written correspondence to regulatory agencies and briefing Town Council, Boards and Commissions on a variety of issues and opportunities.
- I have developed strong relationships with the staff members of the EPA, DEQ, DCR, VDH, VDOT and industry colleagues from other jurisdictions.
- The unique opportunity to understand the dynamics of interaction between different levels of government by having served the state government through gubernatorial appointments also serving both as a board member through Board of County Supervisors (BOCS) appointments as well as a senior staff member reporting to members of the BOCS, Utility Commissions and both City & Town Councils.
- Diverse academic background with a Master degree in Urban & Environmental Planning from the University of Virginia, and a Master degree in Organizational Management/Leadership Coaching, a professional certificate in Environmental Management from George Washington University and I am designated as a Certified Public Manager through the Washington Metropolitan Council of Governments and George Washington University.

The Town of Purcellville's government is a highly respected organization. The foundation of success was not built by brick and mortar or any one individual but assembled by the hard work and dedication of staff members that work around the clock to provide services to our wonderful community. I would be proud to continue to use my abilities and acquired competencies at a higher level to enhance opportunities as well as add value to our high performing organization. I firmly believe that my previous experiences working for and with most of the leaders in the community will help reduce the learning curve of interaction and leadership, thereby allowing for an efficient transition. Furthermore, this will allow me to focus on making significant enhancements to our institutional process while continuing to provide the high level of customer service that our citizens are accustomed to.

I would appreciate an opportunity to meet with the selection committee to discuss how my experience and transition plan will best meet the respective needs of the Town Council as well as the community we serve in the position of Interim Town Manager for the Town of Purcellville. Please feel free to contact me if you would like to schedule an interview at your convenience.

Sincerely,



Alexander I. Vanegas, CPM

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# Alexander I. Vanegas, CPM

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13384 Gandall Court, Manassas, Virginia 20112 | Phone: (703) 674-847 | [alex.vanegas.cpm@gmail.com](mailto:alex.vanegas.cpm@gmail.com)

**Objective:** To secure a challenging and rewarding leadership position where my academic and practical experience are fully utilized to advance the interests of an organization that promotes outstanding customer service, cultivates sustainability, while enriching the lives of the all internal and external stakeholders.

**Education:** **Master of Arts, Organizational Management**, December 2007,  
*George Washington University*, Washington, D.C. GPA 3.9

**Graduate Certificate, Leadership Coaching**, May 2007,  
*George Washington University*, Washington, D.C.

**Certified Public Manager-Institute for Regional Excellence Program**, September 2004, *Washington Metropolitan Council of Governments in conjunction with George Washington University*. Washington, D.C.

**Master of Urban & Environmental Planning**, May 2000,  
*University of Virginia*, Charlottesville, Virginia, GPA 3.7

**Professional Certificate in Environmental Management**, April 1996,  
*George Washington University*, Washington, D.C.

**Bachelor of Science, Biological Sciences**, August 1992,  
*Old Dominion University*, Norfolk, Virginia

**Skills:** **Critical Thinking:** Talent for research, problem-solving and strategizing.

- Negotiated agreements & contracts for capacity purchases to reduce capital Improvement costs thereby saving the organization over \$32 million.
- Helped draft legislation for HB2313 allowing certain Town's to directly receive NVTa funds thus providing Purcellville recurring revenue of approximately \$400,000 per year.
- Fiscal Audit Committee – Board member in charge of reviewing a \$100 million budget with a \$68 million reserve fund. Provided a reduced budget from the previous fiscal years.

**Management & Administration:** Ability to take charge of projects and personnel, while working independently in an extremely organized fashion.

- Leadership activities including the direct supervision, planning and delegation of assignments to managers & supervisory personnel for four divisions. Extensive experience in implementing various programs.

- Administrative authority and oversight of all the Town of Purcellville's VPDES, Waterworks Operational, and Industrial Waste & Bio-solids Management permits.
- Executive authority of VDOT Revenue Sharing Grants, NVTAs funds, Gas Tax & Landfill Waivers applications, Nutrient Credit Sales, generating funds and savings of over \$3.4 million for the Town of Purcellville.

**Communications:** Expertise in communicating messages in written, spoken and graphic formats.

- Working with the community stakeholders through community engagement on various public projects.
- Wrote reports on environmental issues published in newsletters and professional trade journals.
- Regulated press activities for both non-profit and governmental organizations.
- Conducted oral and MS PowerPoint presentations to the EPA, Advisory Committees, Local & State Officials, community based organizations, and at professional symposiums.
- Television & radio interviews on Comcast local edition, ABC NEWS & WTOP.

## **Experience:**

**Town of Purcellville, Purcellville, Virginia 20132**

*Director of Public Works* - Promoted to oversee the operations of Public Works Department. Position provides executive management and leadership to four divisions: Water Reclamation, Waterworks, Streets & Utility Maintenance, and Engineering. Coordinates major activities for these divisions and develops core duties to ensure the efficient and safe delivery of services to the community. Developed process for using NVTAs, Grants and Revenue funds to pay as you go for General Fund projects instead of using loans. (May 2013- Present)

**Town of Purcellville, Purcellville, Virginia 20132**

*Assistant Director of Public Works* - Position provides executive management and leadership to three divisions: Water Reclamation, Waterworks, and Streets & Utility Maintenance. Coordinates major activities for these divisions and develops core duties to ensure the efficient and safe delivery of services to the community. Administered over \$5 million in grants from various agencies. Implementation of several environmental programs that received national & state recognition. (July 2008- April 2013)

**Town of Purcellville, Purcellville, Virginia 20132**

*Capital Projects & Engineering Manager* - Provided executive management and leadership by providing oversight for the community's infrastructure to ensure the efficient and safe delivery of services to the community. Conducted engineering review and contract management of all capital projects and developer installed public improvements. (August 2007- July 2008)

***Town of Purcellville***, Purcellville, Virginia 20132

*Superintendent of Waterworks*- Directed the operations of the Town's water distribution system and production process. Requisitions of all supplies, chemicals, and equipment related to the operations of the department. Train and supervise all departmental employees. Assured that all facilities are adequately maintained & repaired. Developed the budget of \$3.7 million for the water enterprise fund and assist with all the Capital Improvements associated with the department. (November 2005- August 2007)

***City of Manassas***, Manassas, Virginia 20110

*Compliance Officer*—Senior staff position responsible for tracking and interpreting all regulatory changes and ensuring that the City's Water & Sewer Utilities Department complies with all federal, state and local regulations and laws. In charge of all professional, educational and safety training for operational, laboratory and maintenance staff. Serves as a direct liaison between the organization and the DEQ, EPA, VDH, and other local government entities including administering the Exemplary Environmental Enterprise program. Maintains relationships with the public through the development of Consumer Confidence Reports, public notifications, tours and addressing customer complaints. Manages all records for compliance related material as well as purchasing and inventory control. (November 2002-November 2005)

***Fairfax County Water Authority***, Lorton, Virginia 22079

*Shift Supervisor*—In responsible charge of 40 MGD water treatment plant. Oversaw all daily activities associated with the production and purveying of palatable drinking water. Supervised and delegated duties to operational and maintenance staff. Assisted departmental manager with interviews and evaluations. (March 1996 to October 2002)

***Fairfax County Water Authority***, Lorton, Virginia 22079

*Plant Operator*--Assisted shift supervisor with daily activities. Handled all chemical deliveries and trained new personnel. (February 1994 to March 1996)

***Fairfax County Water Authority***, Lorton, Virginia 22079

*Laboratory Technician*--in responsible charge of bacteriological lab and its associated quality control. Kept track of daily data and prepared state reports. Trained new personnel and handled lab inspections administered by the Commonwealth of Virginia's Division of Consolidated Lab Services. (December 1991 to February 1994)

***Appointments:*** Appointed to the Prince William County Planning Commission- (Former Chairman), Gubernatorial appointment to Commonwealth of Virginia Board of Conservation & Recreation. Appointed to the Commonwealth Latino Advisory Board. Appointed by Fairfax County Board of Supervisors to the New Millennium

Occoquan Watershed Taskforce. Appointed to the Board of Directors of the Prince William Service Authority- Longest standing Chairman (Compensated position). Appointed by the Prince William County Board of Supervisors as the *Ex- Officio Representative* to the Fairfax County Water Authority. (Compensated position) Northern Virginia Regional Commission- Occoquan Watershed Management Planning : Steering Committee. Northern Virginia Regional Zebra Mussel Task force. Prince William Soil & Water Conservation District Associate Director. Nutrient Technical Committee.

**Activities:** Member of the International City/County Management Association (ICMA), Metropolitan Council of Governments- Water Security Workgroup & Drought Monitor Advisory Committee, Northern Virginia Regional Commission's Water Supply Planning, Northern Virginia Regional Hazard Mitigation, Member of the Nutrient Exchange and VAMWA. EPA, Task Force-Lead & Copper Stakeholder, Small Entity Representative. Former committee member of the Virginia Section of the AWWA- Plant Operations Committee, Former speaker at the Virginia Water Resource Symposium. Published articles in both the *VAAWWA Journal* & the *Planning Perspectives*. Member of the Optimist Club. Member of the Freemasons, Former Member of the Bull Run Rotary Club

**Awards:** Numerous personal and organizational awards associated with my leadership contribution:  
**Organizational:** Siemens –National Sustainable Community Award 2012 Governor's Environmental Excellence Award, Gold Award 2011, Virginia Environmental Excellence Program, Certificate of Achievement -Environmental Enterprise (E2) 2010, VML Green Government 1<sup>st</sup> place -2009, VDH Bronze Award for Water Treatment & Operations, (2006-2016).  
**Personal:** Town of Purcellville, Manager of the Year, 2014, Ducks Unlimited Conservationist of the Year, Optimist-PWC Award for 2010, Town of Purcellville, Employee of the Year, 2009; City of Manassas- Safety Innovator of the Year 2003, Fairfax County Federation of Citizens Associations and the Washington Post -2002 Citation of Merit, Fairfax County Board of Supervisors- Certificate of Recognition, Environmental Steward, Partners for the Potomac-Outstanding Citizens Award.

**Training:** **Survival Skills for Managers**, ICMA -2016  
**Advanced Management Leadership Training**, Utah State-2015  
**Effective Supervisory Practices**, ICMA- 2015  
**79<sup>th</sup> Virginia Certified Planning Commissioners Program**, Richmond 2013  
**Management Leadership Training**, Utah State-2013  
**Succession Planning**, ICMA 2014  
**Center for Performance Measures**, ICMA 2012  
**Build Leadership Talent through Effective Succession Mgmt.**, Fairfax 2010  
**VRA Community Investment Workshop**, June 2008  
**Effective A Successful Utility System Workshop**- AWWA & Virginia Tech-2007